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ABSTRACT

This 1973 edition of the faculty handbook is divided into four main sections on history and goals, organization and administration, faculty and faculty policies, and faculty-student relations. The school's administrative structure is detailed, with descriptions given of its various schools, boards, and councils. Faculty policies are presented with regard to selection and employment, tenure, professional ethics, travel, teaching loads, raises, retirement, faculty evaluations, leaves, and responsibilities. Faculty-student relations are considered in terms of academic dishonesty, attendance, testing and grading, assisting students, and student problems. Appendices are included which deal with faculty benefits and services such as insurance, divisions and programs of the university, and university bylaws. (LBH)

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FACULTY HANDBOOK

SOUTHERN METHODIST UNIVERSITY

HE 007 458

Published by the Faculty Senate, 1973.

7/23/73

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EMERGENCY TELEPHONE NUMBERS*

SECURITY -- SMU Security	692-3333
University Park Police Department	363-1641
FIRE ------ University Park Fire Department	363-2343
SMU Health Center	692-2141
Ambulance	744-4444
Emergency Hospital (Parkland)	638-1800
Chaplain of the University	692-2787
Vice President of Student Affairs	692-2821
Mental Health Service	692-2860
Psychological Counseling	692-2266
Legal Aid	692-2562
Building and Grounds	692-3292 692-3306

*If you are calling any of the SMU numbers and are on Campus, utilize the last four digits underlined to complete your call.

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THE UNIVERSITY

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I. GENERAL INFORMATION

A. Introduction

The intent of this publication is to provide the Faculty -- present, new, and prospective -- with comprehensive information about the University: its structures and its principal divisions, the policies and procedures affecting the performance of one's duties, and the benefits, privileges, and services available to a Faculty member.

The goals of the University as an academic community will provide the focus of this Handbook and define the scope and treatment of the materials included herein. The authority of this publication is vested in the Faculty by the Governance Plan of 1970.

It is the policy of Southern Methodist University that no discrimination on the grounds of race, color, religion, sex, age, or national origin will exist in any area of the University*.

*For further elaboration of this policy see Affirmative Action Plan, September 27, 1972. This policy is administered by the Equal Opportunity Officer of the University located in Room 220, Perkins Administration Building.

B. History of Southern Methodist University

Southern Methodist University, a private coeducational institution located in suburban University Park (an incorporated residential district surrounded by Dallas, Texas) has, in its short lifetime, a record of growth and achievement to match that of the dynamic region in which it was placed little more than a half-century ago.

Dallas provides an ideal setting for a major university. With a population of 844,401, and situated in a county of 1,327,321 and a metropolitan area of 1,555,950, Dallas is the nation's eighth largest city and is one of the fastest-growing cities in the United States. Its rate of growth between 1960 and 1970 was nearly 25 percent. At times the University has existed somewhat in a state of tension with the Dallas community with regard to ideas and values, in the not unfamiliar pattern of other universities and their communities. Yet, the University has many friends and donors in the Dallas Metropolitan area and is viewed with increasing respect and some awe by most of the people in the community. In the nineteen-fifties and early sixties the present Chancellor of SMU (then President) Willis M. Tate, fought several skirmishes with members of the Dallas community who were unable to understand that a university must be a place where scholars have freedom to call things as they see them. For his activities in behalf of academic freedom, in general, and in support of the freedom of individual professors, in particular, Chancellor Tate received the eighth annual Alexander Meiklejohn Award from the AAUP in 1965.

Today, the University inventories 80 buildings in its physical plant (60 of these constructed since the close of World War II), a faculty of approximately 500 on a full-time basis (with an additional 252 employed part-time), total assets of $128,700,280 (including endowments of $30,054,211), and a "head-count" enrollment that has averaged 10,000 the past few years. The total annual budget for 1971-1972 was $29,200,000.

The University is accredited by the University Senate of The United Methodist Church. It is also a member of the Association of Texas Colleges, the Southern University Conference and the Southern Association of Colleges and Schools.

In addition, the schools of the University are connected with many national educational bodies. Perkins School of Theology -- an official seminary of The United Methodist Church's South Central Jurisdictional area of eight states -- holds membership in the American Association of Theological Schools; the Music Division of Meadows School of the Arts, in the National Association of

Schools of Music, the School of Law, in the Association of American Law Schools; the School of Business Administration, in the American Association of Collegiate Schools of Business; and curricula of the Institute of Technology are accredited by the Engineers' Council for Professional Development.

A number of national honorary and professional societies maintain chapters at the University. A chapter of Phi Beta Kappa (Gamma, one of only four in Texas) was installed at Southern Methodist University December 12, 1949.

C. Goals of the University

The following goals and objectives of Southern Methodist University were adopted as part of the Master Plan by the Board of Trustees in May, 1963:

"1. To be a university whose educational process and program are meaningful and valid and are committed absolutely to the highest possible academic integrity, quality and substance; a university whose institutional character is marked by a centrality of concern for the basic arts and sciences and by a balance, on the one hand, between the humanities, the social sciences and the sciences, and on the other hand, by a balance between undergraduate, professional and graduate education; and a university whose enterprise as a private, pacemaking institution continually proves of real benefit to its students, its city, the Southwestern region, the nation and humanity.

"2. The pursuit of truth and the preservation, dissemination, and extension of knowledge; to conserve the knowledge of the past for the present and future generations; to disseminate knowledge and learning and make it viable in human lives through the high challenge of vital teaching and under the scrutiny of the young who will demonstrate its validity in the living of their lives; and to extend knowledge and open up new vistas of thought and valid information upon which the progress of a dynamic society depends.

"3. To educate men and women who can <u>think</u> and express their thinking with logic and effect; who <u>know</u> their own tradition in the

perspective of other ages, ideas and values and who can understand the problems, issues and challenges of their society and time; who can do something of significance in and with their lives; and who realize the nature of being and are prepared to probe the ultimate questions of life and to relate their own humanity, sense of self, and deepest aspirations to those of others in a creative, constructive way. It is thus the aim of this University to encourage in its students both natural individuality and the development of the whole person for the sake of the individual himself and for a free society whose sanction and salvation lie in the ability to think and the knowledge, wisdom and moral and social responsibility of each of its citizens.

"4. To take full advantage of the University's relation to its sponsoring denomination, emphasizing especially the traditional concern of The Methodist Church for high quality non-sectarian education, together with its mandate that such education be open to the questions of man's ultimate concerns, his basic moral values, his spiritual needs and aspirations -- and the relevance of the Judeo-Christian tradition as a resource for wisdom in human and humane existence.

"5. To insist on an atmosphere and environment for learning in which freedom of inquiry, thought and expression is a sine qua non, in the belief that the valid is confirmed and the fallacious exposed by a free enterprise of ideas, and in the faith that truth so arrived at is indeed liberating to human individuals.

"6. To create and maintain an unparalleled 'community of concern' in which each student and faculty member is valued as an individual; to cherish each individual student and to provide him in every way possible, inside and outside the classroom, library and laboratory, the fullest opportunity to develop intellectual, moral and social maturity and responsibility.

"7. To serve society as a source of intellectual, cultural and spiritual energy; do so through the regular educational offering

and by community services such as adult and continuing education, special institutes and seminars, use of the University's talents and facilities by the community, and in other ways whenever these are consistent with the objectives and role of the University and the legitimate needs of society."

In order to advance these educational goals, a new plan of governance for the University was adopted in 1970. The Governance Plan involves all three major constituencies of the University -- students, faculty, and administrators -- in decision making. The aims that the Governance Plan hopes to attain are:

1) "that decision-making is itself an educational process and that participation by students in governance is justified by this consideration alone;"

2) "that decision-making should be a visible process and that once decisions are made they should be communicated rapidly throughout the community;"

3) "that effective decision-making must always put foremost the interests of the whole University, not one school or one constituency at the expense of the rest;"

4) "that effective decision-making involves a process of long-range planning and development, rather than simple extemporization to meet the demands of the moment."

With these aims in mind, each school acting through a shared governance structure (possessing its own constitution) that includes dean, faculty, and students, prescribes subjects to the review of the Advisory Board to the Provost and to the approval of the provost, the president, and the board of trustees:

1. policies for recruitment of students;

2. requirements for the admission of students;

3. a system of academic counseling;

4. rules and methods for the conduct of the educational work of the school, both instructional and research;

5. procedures for the evaluation of students, faculty, and administrators;

6. courses and study programs to be offered;

7. the nature of degrees to be conferred;

8. conditions of graduation;

9. action on individual student petitions;

10. candidates for degrees, and persons to be awarded fellowships, scholarships, and prizes within the school;

11. procedures for faculty recruitment;

12. policies for faculty promotion;

13. policies for research and study-leave programs.

In addition, the faculty or the governing body of the school shall be consulted by the dean on major budgetary policy.

ORGANIZATION AND ADMINISTRATION

II. ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

A. Administrative Structure[1]

1. Board of Trustees (By-Laws, Art. I, Sec. 1.20 and 2.01; also see the Articles of Incorporation, Art. VII)

The management and direction of all affairs and interests of the University are vested in the Board of Trustees. This body is empowered to adopt rules and regulations for the management and direction of the affairs of the University as the conduct of those affairs may require, but these rules and regulations are not to be inconsistent with the By-Laws of the University, the Charter of the University, or the law.

2. Board of Governors (By-Laws, Art. II, Sec. 2.10, 2.12)

The Board of Governors consists of the Chairman of the Board, the Chancellor of the University, the President of the University, the Legal Counsel, and seventeen other members, a majority of whom are members of the Board of Trustees. Its powers and duties are as follows:

The Board of Governors exercises, in the intervals between the meetings of the Board of Trustees, the powers of the Board of Trustees in the management of the business and affairs of the University, except for such academic administrative affairs as have been delegated to the Committee on Instruction, and in those matters the Board of Governors acts in an advisory capacity.

3. Officers of the University[2] (By-Laws, Art. IV, Sec. 4.01, 4.10)

The Officers of the University shall be a Chancellor, a President, one or more Vice-Presidents, a Secretary, a Treasurer, and such other executive and administrative officers as the Board of Trustees may determine. Any two of the above offices may be held by the same person at the same time.

The Executive Officers of the University shall be the Chancellor and the President.

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[1]For the complete Articles of Incorporation and By-Laws of the University, see the Appendix "C".

[2]For complete details of the duties and powers of the Officers of the University, see The By-Laws of the University, Article IV.

a. The Chancellor - His powers and duties (Art. IV, Sec. 4.11 and 4.12)

The Chancellor shall be elected by the Board of Trustees at its regular meeting held in the Spring for a term of one year.

The Chancellor shall by agreement with the President, act as Chief Executive Officer of the University on ceremonial and official occasions.

b. The President - His powers and duties (Art. IV, Sec. 4.13-4.14)

The President shall be elected by the Board of Trustees at its regular meeting held in the Spring for a term of one year.

The President shall:

1) By agreement with the Chancellor, act as Chief Executive Officer of the University on ceremonial and official occasions.

2) Be the head of all educational departments, exercising such supervision and direction as, in his judgment, will promote their efficiency.

3) Preside over all meetings of the General Faculty.

4) Be the official instrument of communication between the General Faculty and the Board of Trustees and between the students and the Board of Trustees.

5) Be responsible for the discipline of the institution.

6) Nominate all officers, Professors, Associate and Assistant Professors, Instructors, Lecturers and Fellows for election by the Board; and make recommendations, through the Committee on Instruction, for all promotions and appointments on the staff of instruction.

c. The Vice-Presidents

At present, there are four Vice-Presidents whose functions are as follows:

1) A Vice-President and Provost who is the chief academic officer of the University and

heads the faculties and deans of the several schools;

2) a Vice-President and Treasurer who is SMU's chief fiscal and business officer. He is responsible for the University's physical plant and for all auxiliary enterprises, including personnel;

3) a Vice-President for Student Affairs who is responsible for residential living, special programs, religious activities, health services, career counseling, and special services programs;

4) a Vice-President for University Relations who is the University's chief public relations officer for both internal and external communications.

d. The Provost is the chief academic officer of the University. He is responsible for the effective coordination of all academic programs of the University and is a member of and spokesman for the faculty of the University. He is also elected by the trustees and is accountable to the trustees through the President. His nomination and election, which is for a term of one year, are contingent upon consultation by the President with the Advisory Board to the Provost, with the Council of Deans, and with other faculty members, students, and administrators as appropriate to insure that he is effective in the office.

The Provost is responsible for leading and coordinating the planning, budgeting, administration, and evaluation of the several schools of the University and of the various offices and agencies that support the academic enterprise. These briefly include the University libraries, Research Services, and Coordinated Academic Services (Office of Recruiting, Office of Admissions, Office of the Registrar, Office of Academic Research). In addition to the University College and the Schools of Humanities and Sciences, Arts, Business Administration, Technology, Law, Theology, and Continuing Education, he is responsible for centers which cross school lines, such as, the Center for Ibero-American Studies, Center for Urban and Environmental Studies, Center for Afro-American Studies, and Teacher Education Program*.

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*See Appendix "B" for a brief description of each school and program or consult the catalogues of each respective school.

In order for the Provost to effectively discharge the responsibilities assigned to him, he has an advisory board that is representative of faculty, students, and administration which meets with him at regular intervals (no less than once a month) throughout the academic year for purposes of advising him on decisions that he must make relating to all of the above matters.

B. Schools of the University

The University offers degrees in seven schools: the School of Humanities and Sciences, Perkins School of Theology, Meadows School of Arts, the Institute of Technology, the School of Law, the School of Business Administration and the School of Continuing Education. In addition, Southern Methodist University offers basic liberal arts studies in a non-degree-granting school designated The University College.

1. The dean of each school is the educational leader and spokesman for the faculty of that school, and, as such, participates in the deliberation of the faculty in all academic affairs. He is accountable to the Provost and, through him, to the President and the Board of Trustees. The dean is both the administrative officer of the school and the educational leader of it. At intervals no greater than every four years each dean's effectiveness is reviewed by the faculty and students of his school.

   Under the leadership of the dean, each school has the responsibility for determining:

   a. policies for the recruitment of faculty and students;

   b. requests for the admission of students;

   c. procedures for the evaluation of faculty, students and administrators;

   d. the curriculum of the school;

   e. the nature of degrees to be conferred;

   f. requirements for graduation.

2. The chairman is the educational leader of and spokesman for the faculty of the department and, as such, fully participates in the deliberations of the faculty of the department in all academic matters. He is accountable to the dean, and through him to the Provost, President and Board of Trustees. The

chairman is both the administrative officer for the department and the educational leader of it. The department chairman is appointed by the dean with the concurrence of the Provost and upon consultation with faculty and students of the educational unit for a term not to exceed four years.

III. THE DECISION-MAKING MACHINERY OF THE UNIVERSITY*

As outlined in Section I-C of this Handbook the emphasis in decision-making involves the three major constituencies of the University -- faculty, students and administrators. In particular, this process should be visible, and once a decision is rendered it should be communicated rapidly throughout the community.

The administrators of the University, as outlined in the Governance Plan, consist of the president, provost, deans, and department chairmen. The President of the University is the chief executive officer of the University and he represents the Board of Trustees in dealing with the faculty. He normally delegates much of his authority and responsibility to the provost, deans and department chairmen. Ultimately, it is the President that is responsible for the proper functioning of the University.

There are certain areas of the University, however, that are appropriate for varying degrees of shared governance which extend to the separate schools and departments. University-wide governance consists of the following:

A. The Planning and Priorities Cabinet - Advisory to the President functions:

1. to establish a process by which priorities of the University are selected, and recommend priorities to the president;

2. to establish a process by which planning for the future of the University is carried out;

3. to advise the president about any policy made by any group which, in the judgment of this CABINET, by-passes or violates an established priority of the University;

4. to consult with the president or his designate on the total University budget.

B. Advisory Board to the Provost - Function:

To counsel and advise the provost as he carries out the responsibilities of his office; to consult with the provost on the instructional budget.

C. The University Assembly - Functions:

The ASSEMBLY shall be given responsibility to establish policy or act in an advisory capacity in appro-

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*For specific details of University Governance see The SMU Enchiridion

priate areas, subject to the president's veto. The functions of the ASSEMBLY include the following areas of University life considered to be appropriate for varying degrees of shared governance:

1. establish policies for Student Center space and use;

2. consult with the proper administrators and other governance bodies regarding the development, upkeep and utilization of the University's physical facilities to meet the needs of the schools of the University;

3. propose policies for the University libraries, in consultation with appropriate academic officials;

4. establish standards for the recognition and conduct of University groups;

5. establish standards for individual conduct;

6. recommend the Student Activity Fee;

7. plan University Convocations in the interest of the total University community; this involves planning and making all arrangements for an annual program of EVENTS which speak to the issues of the day and the University's distinct concerns;

8. establish a program of information services for the interior life of the University in order that there be high visibility of the actions of the governing bodies of the University, and consult with the Office of University Relations on the University's relationship to its various publics;

9. establish criteria for the awarding of scholarships, loans, and other University financial aid to students;

10. establish policies for appropriate safety, security, and traffic provisions for the campus;

11. plan for the orientation of new students, in cooperation with the appropriate academic officials;

12. consult with the president in the annual review of the budget;

13. confer with the president on administrative appointments affecting more than one school.

D. <u>Advisory Board to the Vice-President for Student Affairs</u> - Functions:

To counsel and advise the vice-president for student affairs as he carries out the responsibilities of his office; to consult with the vice-president for student affairs on that portion of the budget for which he is responsible.

E. All University Judiciary Board - This Board has the following responsibilities:

1. to establish a system of judiciary bodies on all levels of the University to hear the cases of all students who are accused of violating the rules and regulations of the University as established by the University Assembly;

2. to establish a system of judiciary bodies to hear cases of violations of the traffic laws of the University;

3. to serve as the final appeal body of the University for all cases heard by the lower judiciary bodies;

4. to establish appropriate procedures for all judiciary bodies to insure fair process for both the students and the University.

F. The Publishing Board

It has the responsibility of publishing and disseminating the Campus, Rotunda, the Student Directory, Espejo, Insite and KSMU Radio.

G. Council of Deans - Composed of the deans of the School of Humanities and Sciences, School of the Arts, School of Business Administration, Institute of Technology, School of Law, School of Theology, School of Continuing Education and University College, meets monthly during the academic year, with the Provost as chairman to discuss problems of the academic administration of the University.

H. Faculty Senate - The jurisdiction of the faculty is exercised through the Faculty Senate. The Senate consists of forty-two elective members. These include the faculty members elected to the University Assembly, the Advisory Board to the Provost, the Advisory Board of the Vice President for Student Affairs, the Planning and Priorities Cabinet; eight members elected at-large from the University; and the Chancellor, President, and Provost as ex officio members.

The Committees of the Senate are listed below. Members of the Committees need not be members of the Senate.

Athletics

Ethics and Tenure

Faculty Handbook

Honorary Degrees

I. University College Council - The University College Council functions as the academic council for University College.

The University College Council shall have authority and responsibility for:

1. determining policy in the administration of University College;

2. setting standards for admissions, retentions, and dismissals in University College;

3. setting minimal requirements of general and liberal education for all baccalaureate students;

4. correlating the work of University College with the degree programs of the University;

5. hearing appeals of students from decisions of the dean affecting their fulfillment of the academic requirements of University College;

6. developing a curriculum of University College consisting of disciplinary and interdisciplinary courses;

7. working out proper teaching responsibilities in University College by drawing on superior knowledge and teaching ability of faculty members in any and all of the schools of the University, in cooperation with the deans of these schools;

8. providing academic advising for each student;

9. experimenting with ways in which all students may be provided with opportunity for some independent study;

10. establishing an honors program for exceptionally gifted students.

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J. The Council for the School of Continuing Education

The governing body of the School of Continuing Education is known as the Academic Council. The Council has the responsibility and authority:

1. to determine policy for administration of the courses and degree programs which the School of Continuing Education offers for other Schools of the University, and to establish policy for coordination with the governing bodies of these Schools;

2. to set standards for the admission, retention and dismissal of students registered in the School of Continuing Education;

3. to determine degree requirements, approve courses and candidates for degrees and decide all policies for the Master of Liberal Arts degree and any other degrees to be offered by the School, and to be responsible for coordination with Schools, Departments, and other units affected by these degrees;

4. to nominate Faculty Representatives for membership on the Committee on the School of Continuing Education to the Board of Trustees;

5. to determine policy for other educational programs of the School;

6. to consult with the Dean regarding matters pertaining to the School.

THE FACULTY
AND
FACULTY POLICIES

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IV. THE FACULTY

Based on the By-Laws of the University (Art. 5, Sec. 5.01) the faculty of the University shall consist of the Chancellor, the President, the Deans of the Schools, the Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, and Fellows.

The tenure of office of the members of the faculties shall be for the following terms (Art. 5, Sec. 5.03):

Professors and Associate Professors, indefinite term (i.e., "tenured rank", unless otherwise stated in the contract. Examples would be new Professors or Associate Professors on one or two-year probationary status);

Assistant Professors, three-year term (unless otherwise stated in the contract in which it can be one or two years or indefinite term, i.e., "tenured rank", because of the A.A.U.P. seven-year rule);

Instructors, one-year term (or indefinite term de facto by the A.A.U.P. seven-year rule);

Lecturers and Fellows, one-year term or less, as stipulated in their contract of employment.

At the end of the stated term the connection between the University and an Assistant Professor, Instructor, Lecturer or Fellow is automatically severed unless he is reappointed (notice is given according to A.A.U.P. standards).

The appointment of all members is subject to the limitations of Art. 2.33 of the By-Laws relating to financial limitations on conditions of employment, and further, to termination for inadequate performance of duty or for misconduct or for lack of loyalty to the ideals and aims of the University,* the termination of employment to be effected by action of the Board of Trustees, or the Board of Governors upon recommendation of the Committee on Instruction.

The powers and duties of the General Faculty of the University, of which the President is the Chairman, head of all educational departments, exercising such supervision and direction as in his judgment will promote their efficiency, shall be responsible to the Board of Trustees through the President for:

1. the conduct of the students. (This has been delegated by the Faculty Senate to the University Assembly to comply with the Governance Plan.);

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*This provision has been interpreted in accordance with A.A.U.P. traditions of academic freedom.

2. the promulgation of rules for the regulation of student publications, musical, literary, and all other clubs and societies, fraternities and sororities, and all other student affairs (delegated to University Assembly);

3. control of eligibility of all participants in athletics, the scheduling of games, and all other matters embraced within the rules and regulations of the Southwest Conference;

4. nominations for honorary degrees;

5. such other powers and duties as the Board of Trustees may, from time to time, delegate to it. (Art. 5, Sec. 5.10)

Particular faculties of University College, School of Humanities and Sciences, Perkins School of Theology, School of Business Administration, the Institute of Technology, the School of Law, Meadows School of the Arts, and the School of Continuing Education, respectively, shall prescribe and recommend, subject to the approval of the President and the Board of Trustees:

a. requirements for admission;

b. courses of study;

c. conditions of graduation;

d. the nature of degrees to be conferred;

e. rules and methods for the conduct of the educational work of the schools;

f. candidates for degrees, persons to receive awards of fellowships, scholarships and prizes within their respective schools. (Art. 5, Sec. 5.11)

In the Governance Plan of 1970 there are areas of University life which are recognized as being the primary concern and responsibility of the General Faculty. These responsibilities are understood to be apart from, but supportive of, their role as faculty members of the separate schools. The General Faculty is responsible for the following areas, through its elected body, the Faculty Senate:

1) give leadership to achieve and maintain a high quality of intellectual life for the University;

2) promote and defend the maximum use of academic freedom;

3) nominate persons to receive honorary degrees;

4) provide regulations governing professional behavior of

members of the University faculties and make recommendations to the appropriate faculty members and/or administration officers in instances where professional ethics are involved;

5) recommend criteria for the granting of tenure and investigate alleged infractions of the conditions of tenure of a faculty member and make recommendations related thereto to the president and the Board of Trustees;

6) give leadership to the professional educators' concerns, such as faculty salaries, benefits, and retirement;

7) submit to the president nominations for the office of director of athletics and for positions on the coaching and office staff, recommend the approval of the budget of the Athletic Department, enforce regulations against recruiting and subsidizing athletes, control the eligibility of all participants in athletics, and scheduling of games, and all other matters embraced within the rules of the Southwest Conference;

8) represent the General Faculty in all undertakings that involve joint action with groups outside the University and that affect more than one school of the University;

9) publish the Faculty Handbook;

10) administer elections for all faculty positions on University governing bodies;

11) appoint faculty representatives on the Board of Trustee Committee;

12) receive timely information on the tentative annual budget of the University.

V. FACULTY PERSONNEL POLICIES

A. General

The policies that appear in the University Policy Manual apply to the entire University. Other policies may exist within individual organizational elements of the University, but where there is a conflict the policies appearing in the Policy Manual will govern.

Under the Fair Labor Standards Act of 1938, as amended, Professionals (teachers), Executives, and Administrators are classified as exempt employees; in other words they are exempt from the minimum wage standards. All exempt employees are awarded a University contract approved by the appropriate Dean or Supervisor and authorized by the appropriate Vice President (Policy TR-PD-103). No salary commitments are to exceed one year at a time (or less, if for partial year). Future commitments will be based upon consideration of employee performance and economic conditions at the time. No appointment may be terminated and no salary under a continuing appointment may be reduced except after due process and reasonable notice, for due cause, or in the event of financial emergency. A word of caution: in many places in the University Policy Manual there is no distinction made between the Exempt and Non-Exempt employees. When this distinction is not made, the policy then applies equally to all full-time University employees regardless of their status.

It is the policy of SMU to hire all persons on the basis of individual merit and thus not to preclude the employment of relatives. It is preferred, but not required, that they be assigned to different departments.

No University employee should act on matters affecting a relative's initial hiring, promotion, salary or annual evaluation. Such decisions shall be made by the next higher authority in consultation with the appropriate University officer (Policy TR-PD-500).

B. Selection and Employment

The various Schools of the University and the Divisions and Departments of each will have their own procedures and policies regarding the selection of faculty members for employment. Search committees are frequently formed, consisting of unit administrators, faculty and students who will perform such tasks as making known the availability of the position, seeking qualified applicants and recommending candidates to the Dean concerned. The University in all its Schools, Divisions and Departments observes a uniform hiring policy that there shall be no discrimination made because of race, color, religion, national origin, sex, age or handicap, if physically qualified (Policies OP-00-001 and TR-PD-201).

Faculty members must sign a contract which is prepared by the Department Chairman, approved by the Dean of the School concerned, and signed by a Vice President of the University (Policy TR-PL-050).

Only a corporate officer of the University (e.g. President or Vice President) may commit the University by signing a contract to hire (Policy TR-PD-103).

Initial salary payment cannot be made to a new faculty member until the Payroll Office has received the green copy of the contract from the Vice President and a completed W-4 form from the Personnel Office along with instructions for authorized deductions.

Payroll advances may be granted to meet unexpected emergencies. Such advances may not exceed an amount equal to unpaid earnings less applicable deductions. Justification is expected. Written requests are processed through and approved by Department heads and appropriate Deans. Final approval rests with the Vice President-Treasurer. Approved requests go to the Payroll Department. Payment is by check or petty-cash voucher. If one is on the payroll of the University the advance request is usually granted (Policy TR-PL-190).

Under certain circumstances, extra compensation may be temporarily authorized for faculty who, upon being requested to do so, accept assignments beyond the normal teaching load. Such assignments must be approved and agreed to in writing, in advance, by the appropriate Dean(s) and the Vice President-Provost or his designated budget controller (Policy PV-00-001).

The University does not have a rigid code of prescribed rules regarding conduct and appearance for faculty members. It is the policy of the University, however, that faculty members maintain acceptably high standards of conduct and appearance and that the faculty

accept the role of public relations representative in all situations both on and off the campus where the individual's name is linked to the University.

The University does feel that disciplinary action, even dismissal, is warranted by seriously offensive behavior (Policy TR-PD-202).

C. Tenure

Consideration for tenure, or indefinite term appointment, for faculty members will normally consist of:

1. review of one's teaching, writing, research, and other professional accomplishments and services to SMU (as well as through prior experience) by a faculty committee and by a Chairman, Director or Dean who will consult with the faculty committee;*

2. recommendations by some or all of the above through appropriate channels to the Council of Deans, the Vice President-Provost, the President, and the Board of Trustees for final action.

Consideration for tenure does not assure that tenure will be granted. It is the practice of the University to give official notice of the granting or withholding of tenure no later than the end of a faculty member's sixth year of probationary service with the understanding that any individual who is denied tenure at that point may continue one more full year as an employee of the University. This practice does not, of course, create an obligation for any faculty member to remain at the University for that period, or for the University to extend any appointment contract beyond its initial term.

Probationary Service consists of (a) full-time teaching at SMU (as distinguished from administrative duties) and (b) up to three years credit for full-time teaching at another accredited college or university. The determination in clause (b) will be made from all the available information (including any submitted by the faculty member), no later than the end of the faculty member's first year of teaching at SMU. He will be notified in writing of the determination (Policy PV-00-001).

*The specific statements of each school will be included in Appendix "C".

* POLICY ON TENURE AND PROFESSIONAL ETHICS

Southern Methodist University stands for the free search for truth and its free exposition. The University believes that freedom of teaching and research, and a substantial degree of economic security are essential to the success of the institution in fulfilling its obligations to its students and to society. Therefore, the following principles and recommendations were adopted by the Board of Trustees at its meeting on May 8, 1958.

These principles are consistent with the 1940 statement of Principles endorsed by the Association of American Colleges and the American Association of University Professors.

1. The precise terms and conditions of every appointment will be stated in writing and be in the possession of both the University and the teacher before the appointment is consummated.

2. Continuous tenure as a principle is recognized. The members of the University faculties are the professor, the associate professor, the assistant professor, the instructor, the lecturer and the fellow. The appointment of the lecturer and the fellow is for one year or less, as stipulated; of the instructor, one year; of the assistant professor, one to three years. The tenure of the associate professor and of the professor is continuous. Visiting professors or associate professors may be appointed for a period of time without tenure.

3. The services of a teacher on continuous tenure shall be terminated only for adequate cause, except in case of retirement for age under the established retirement policy of the University, or under extraordinary circumstances because of financial exigencies.

4. Termination for cause of a continuous appointment, or dismissal for cause of a teacher prior to the expiration of a term appointment shall be made only after the teacher involved has had an opportunity to be heard under procedures designed to insure due process. The procedure for such a hearing is established by the Board of Trustees and is on file in the office of the Provost and also with the secretary of the Faculty Senate. This procedure is endorsed by the Association of American Colleges and the American Association of University Professors (October, 1957).

5. Teachers on continuous appointment who are dismissed for reasons other than moral turpitude or financial exigency shall receive their salaries for one year from the date of notification of dismissal whether or not they are continued in their duties. In cases of financial exigency the University shall demonstrate its good faith.

6. Every teacher shall be entitled to freedom in the classroom in the discussion of his subject. He is morally bound, however, not to take advantage of his position by introducing into the classroom provocative discussions of irrelevant subjects not within the field of his study.

*This is a statement of conformity with AAUP standards and was adopted by the Board of Trustees on May 8, 1958.

7. Every teacher shall be entitled to full freedom in research and in the publication of the results, subject at all times to the adequate performance of the academic duties to which he is assigned.

8. Each teacher is a citizen, a member of a learned profession and an officer of the University. In speaking as a citizen he shall be free from University censorship or discipline. But his special position in the community imposes special obligations. Since the public may judge his profession and the University by his utterances, he should at all times exercise appropriate restraint and make every effort to indicate that he does not speak for the University.

9. Research or commitment for pecuniary gain and other work outside the University shall be undertaken only with the understanding and agreement of the respective dean of the school involved.

D. Professional Responsibilities

In addition to the obvious responsibilities involving the holding of scheduled classes and the performance of scholarly research work, a faculty member should expect to participate in shared governance (committees, etc.) in his department and in his school.

A faculty member is also responsible according to A.A.U.P. to give notice of resignation as follows:

> "A faculty member should not resign in order to accept other employment as of the end of the academic year, later than May 15 or 30 days after receiving notification of the terms of his continued employment the following year, whichever date occurs later. It is recognized, however, that this obligation will be in effect only if institutions generally observe the time factor set forth in the following paragraph for new offers. It is also recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of his institution to waive this requirement; but he should conform to their decision."

E. Professional Ethics

At Southern Methodist University the faculty is guided by the standards set forth by the A.A.U.P. in its Statement on Professional Ethics. Within the Faculty Senate there is an assignment of a Faculty Ethics Committee, the body to which any member of the faculty should come when he or she feels there has been a violation of ethics.

The Statement on Professional Ethics is, as follows:

1. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

2. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before

them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

3. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

4. As a member of his institution, the professor seeks, above all, to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives notice of his intentions.

5. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

F. Faculty Freedoms (and Restrictions)

Every teacher shall be entitled to freedom in the classroom in the discussion of his subject. He is morally bound, however, not to take advantage of his position by

introducing into the classroom provocative discussions of irrelevant subjects not within the field of his study.

Every teacher shall be entitled to full freedom in research and in the publication of the results, subject at all times to the adequate performance of the academic duties to which he is assigned.

Each teacher is a citizen, a member of a learned profession and an officer of the University. In speaking as a citizen he shall be free from University censorship or discipline, but his special position in the community imposes special obligations. Since the public may judge his profession and the University by his utterances, he should at all times exercise appropriate restraint and make every effort to indicate that he does not speak for the University.

Research or commitment for pecuniary gain and other work outside the University shall be undertaken only with the understanding and agreement of the respective dean of the school involved.

G. Faculty Relation to Use of University Name

It is the policy of the University that the University's name not be used by any individual in such a way as to imply that the University endorses the individual's personal preference or belief. The University is an impersonal, non-political corporate institution including many individuals with varying points of view and interests. It is improper and inaccurate for any one of those individuals to imply University endorsement of his own point of view through use of the University letterhead, through publishing the University's name in association with his own in a political advertisement, or in any other way relating his own identity and that of the University to advocate his personal preferences or beliefs.

1. When a member of the University community is quoted by the press and identified as an SMU person, it is essential that he state clearly that he is expressing his personal opinion and not that of the University.

2. When a member of the University community signs a political advertisement in favor of a candidate, he should not identify himself either by SMU title or address in such an advertisement, as such identification erroneously implies University endorsement of the individual's choice.

3. The official letterhead of the University may be used only by University and Governance offices for SMU business (Policy UR-PR-002).

H. Travel Policy - Faculty Allowances

Though each school of the University sets and administers its own travel policy, there are two basic types of travel remuneration.

In some schools (Theology and Business) faculty members are encouraged to attend professional meetings and deal directly with the Dean for finances. In each of these schools, it is possible to attend several professional meetings and to be reimbursed for each one. In some instances, the type of participation determines the percentage of reimbursement (50-100%).

The second type policy is administered through the department or other division of the school involved (Humanities and Sciences, Arts, Engineering). Each departmental leader includes travel expense in his budget request, and is responsible for establishing procedures for the distribution of these funds.

I. Faculty Teaching Loads

The term "teaching" is used to describe the total range of duties customarily performed by a faculty member. These include classroom teaching, research and/or directing research appropriate to the discipline involved, counseling of students, and incidental consultative or administrative responsibilities (e.g., committee work). A normal full-time teaching load consists of 12 semester credit hours per week of classes or the equivalent. Under some circumstances the Provost may grant exceptions to this policy when he deems that the situation warrants it. In most Schools and Departments of the University it has been the practice that full-time faculty above the rank of instructor teach a six to nine semester hour load in those semesters when they are engaged in scholarly research, writing, or other activities that serve the academic community.

To the fullest extent possible the instructional tasks of the University are assumed by faculty members as a part of their normal teaching loads. Under certain circumstances, extra compensation may be temporarily authorized for members of the faculty who, upon being requested to do so, accept assignments beyond the normal teaching load. Such assignments must be approved and agreed to, in writing, in advance by the appropriate Dean(s) and Vice-President-Provost or his designated budget controller.

J. Raises

At SMU all raises are given on merit as determined by the Faculty member's Chairman in consultation with the appropriate Dean. (It should be noted that SMU has never lowered an individual's salary.)

K. Retirement and Retention Thereafter

The normal retirement date for faculty is the June 30th following or coincident with his/her sixty-fifth birthday. Retention beyond this date for one-year appointments is provided for by the Board of Trustees, subject to the recommendations by the Council of Deans to the President. There shall be no appointments beyond age seventy.

L. Faculty Evaluations

In addition to evaluation of faculty members by administration and peers, each school of the University has some form of student evaluation of faculty. A new faculty member should contact his dean for information about the process of evaluation.

M. Leave With and Without Pay (Policy TR-PD-410)

When is a leave of absence granted (General)?

Government requests for the service of an SMU employee, when cleared through appropriate University channels, are legitimate justification for a leave of absence.

Professional leave of absence may be requested by a professor, administrator or other employee if the purpose is to exercise one's profession elsewhere and it is beneficial to the employee and to SMU.

Educational leave of absence may be requested for the purpose of devoting full-time toward a stated educational objective.

Sabbatical Leave may be requested only by tenured faculty members after seven years of service. (For amplification of this, see Leave Policy on p. 3-15.)

Medical leave may be requested by an employee having an illness whose duration exceeds one's combined accrued Sick Leave and Vacation Leave.

Personal reasons could lead an employee to request a leave of absence. Illness of a spouse or child, professional activities of spouse, pregnancy, travel, etc., might be considered by the University as acceptable justification for a leave of absence.

A leave of absence for exempt employees may be up to twelve months.

Financial Arrangements During Leave of Absence

During a leave of absence SMU will make no wage and/or salary payments to the absent employee other than those specifically authorized by other appropriate policy.

Retirement benefits, as well as tuition benefit credits, and other privileges inherent to SMU employment are suspended during the period covered by the leave of absence.

Employee insurance and other specified benefits may be maintained during a leave of absence only if the employee so specifies in writing and commits him or her to paying, in addition to the normal employee's contribution, that portion usually paid by the University. Failure on the part of the employee to inform, in writing, the Employee Benefits Office of intention in this regard, no later than the last day of work, automatically relieves the University of responsibility, and the individual's name will be removed from the coverage list.

Approval Procedure for Leave of Absence

An employee wishing to apply for a leave of absence should apply for a leave of absence to the Department Chairman, in writing, stating the reasons and duration of leave requested. The Chairman will discuss each case with the Dean to ensure uniformity of policy application. Final approval must be obtained from the appropriate Vice-President.

Resumption of Service

An employee may return to a vacated position following an approved leave of absence if that position is still available. If the nature of the position necessitated the University's filling it, an effort will be made to relocate the employee in a similar position.

Unless so specified in writing by a Vice-President before start of leave, the University is not committed to reemployment of the individual.

In the case of reemployment, the University is not obligated to return the employee to the position previously occupied, nor must the salary be the same, except for cases of maternity (see Policy TR-PD-402, #7, par. 3) and Military (see Policy TR-PD-406, #4).

If reemployed in the same or another department of SMU within the period of the leave of absence, the employee may petition for reestablishment of earned vacation and/or sick leave credits, excluding all time between termination and rehiring.

N. Sabbatical Leave Policy

In the administration of sabbatical leave, wide variations exist among the Schools. In order to bring about a uniform policy the Faculty Senate has adopted the following recommendation on Faculty (Sabbatical) Leaves:

Faculty leaves should customarily be granted on the seventh year of employment at the University and every seventh year thereafter to those who hold the rank of Assistant Professor or higher.

The basic terms and compensation for academic leave should be either one semester at full pay or two semesters (a full academic year) at one-half pay (as a minimum).

To implement this policy, teaching schedules for all departments should be arranged so as to permit the leaves to be granted without undue hardship on faculty or students of the department concerned.

Where class schedules and department size do not permit such leaves to be taken without undue hardship, those funds now budgeted for faculty fellowships should be used at the discretion of the Dean and Provost for employment of temporary and part-time personnel to give the necessary courses.

The University is encouraged wherever possible to utilize those funds earmarked for seed grant purposes to support travel and research needs for faculty on leave.

Faculty members applying for leave should submit, in writing, an account of how they plan to use the leave period and a rationale for those plans. Ordinarily the plans should call for out-of-residence study or research. Special justification should be provided by those who wish to remain in the Dallas area. On return from leave the faculty member should submit a report on activities accomplished.

A faculty member who accepts leave under this program should recognize an ethical obligation to return to the University for at least one year of subsequent service. No other employment should be undertaken during the period of the leave, without the approval of the University administration.

No provision of this policy should prejudice the initiation or continuance of more generous policies in particular schools of the University.

FACULTY-STUDENT RELATIONS

VI. FACULTY-STUDENT RELATIONS

A. Academic Dishonesty

The Enchiridion defines academic dishonesty as

> "an individual's misrepresentation of his/her academic work or of the circumstances under which his work is done. This includes plagiarism in term papers or projects, cheating on examinations, and unauthorized access to test materials. Considerable discretion is left to the various faculties, and most especially to the instructor of the particular course, in assaying a given incident as dishonest. It is the responsibility of the instructor to inform the students of the ground rules pertaining to completing an assignment or taking an examination. Assuming that the basic rules have been adequately communicated to the student, the determination of whether there has been a violation of a rule is a matter ultimately within the discretion of the person in charge of the course. It is not possible for anyone to possess the prescience necessary to set out objective criteria by which an instructor can judge whether or not to charge a student with an offense. However, when the instructor perceives a situation in which he has reason to believe that a violation of academic honesty has taken place, he does not have a choice as to whether to act or to overlook the matter. The situation must be confronted with positive action, however unpleasant and time-consuming it may be. The instructor who is unwilling to act affirmatively in these circumstances becomes an accessory with the student offender in deteriorating the integrity of the University."

B. Class Attendance

Prompt and regular class attendance is considered necessary for satisfactory work. Policies governing absences and tardiness are determined by the individual professors or departments within the University, and violation of these policies without satisfactory excuse subjects the student to disciplinary action. Any student who, through intermittent absences or through tardiness, impedes the work of the class or endangers his own standing therein may be reported to the dean of the school involved, who shall issue a warning to the student and, if necessary, the parents or guardian. If the student continues to neglect the course, the instructor may exclude

him from the course with a grade of F and shall notify the appropriate dean of his action.

C. Testing and Grading Procedures

Policies governing testing and grading procedures are different for each school of the University; therefore consult your respective School catalogue. In the final analysis the grade of a student in any course is determined by his/her class standing and his/her examinations grades or other assigned work combined in such proportion as the instructor of the course may decide.

Final Examinations

There is no University requirement that a final examination be given in each course. There is a very firm University regulation, however, that if there is to be a final examination, it shall not be given in advance of the time scheduled for it.

It is the prerogative of each school or subunit (division, department, etc.), acting through the appropriate academic council, to require final examinations in the courses offered under its auspices. In the absence of such a requirement, each individual instructor may choose the means of testing that seems most appropriate to the subject matter and the instructional format involved.

Each instructor has a firm obligation to communicate clearly to the students the requirements, including examinations or alternatives, which prevail in each course. Any necessary or desirable change in plan or schedule should be effected in ways that minimize the possible disadvantage to the students. Students should never be the victims of capriciousness on the part of the instructor.

Appeal of a Grade

When a student feels that an assigned grade is other than the grade earned, he must first discuss the matter with his instructor to determine if the discrepancy is caused by error or misunderstanding.

If the student feels that his complaint has not been satisfactorily answered by his instructor, and the student feels that an error has not been corrected, or that the assigned grade was capriciously or unfairly determined, he may appeal the decision to the chairman of the department involved, or to the course coordinator in cases pertaining to liberal-studies courses. After discussing the matter with the student, the chairman (or course coordinator) will consult with the course

instructor, and will then report his decision to the student.

If the student is still convinced that his complaint has not received a fair determination, he may appeal the decision to the dean of the school in which the course is located. The dean will proceed as he deems appropriate, but the final authority in determination of a grade must rest with the course instructor.

The dean, if he feels there is strong evidence of bias or incompetency on the part of the instructor, may refer the matter to the Committee on Tenure of the Faculty Senate. That committee shall then set up a panel to determine whether the instructor is guilty of violating professional ethics; and, if so, the panel shall recommend to the committee and the committee itself shall recommend to the President of the University whatever action it considers appropriate.

D. Student Governance

For a detailed discussion of the major rules and regulations affecting students and their organizations within the University please refer to The SMU Enchiridion, published annually.

VII. GENERAL GUIDELINES FOR ASSISTING STUDENTS

A. Emergency Telephone Numbers*

SECURITY -- SMU Security	692-3333
University Park Police Dept.	363-1641
FIRE -- University Park Fire Dept.	363-2343
SMU Health Center	692-2141
Ambulance	744-4444
Emergency Hospital (Parkland)	638-1800
Chaplain of the University	692-2787
Vice President of Student Affairs	692-2821
Mental Health Service	692-2860
Psychological Counseling	692-2266
Legal Aid	692-2562
Building and Grounds	692-3292 692-3306

*If you are calling any of the SMU numbers and are on Campus, utilize the last four digits underlined to complete your call.

7/23/73

B. Procedures for Helping Students

The University desires that its faculty, staff and students clearly understand their individual responsibilities, as well as the University's, with respect to matters involving security, including possible prosecution of offenders in the city, county, and district courts. The following policy should be observed with respect to the reporting and disposition of thefts, nuisances and other security matters:

> The original report on all incidents of a general police nature, such as theft, burglary, misuse of University property, loitering, and traffic complaints should be made immediately to the University Security Office on the Campus (X3333). The original investigation will be made by SMU Security personnel and subsequent reports to any outside Police or government agency regarding these matters will be made to the Director of Security or other staff members of the University. Emergency situations which involve the immediate safety of people or protection of University property such as assault, violence, or deliberate destruction of property, should be reported immediately to the University Park Police Department, 363-1641. Those matters reported by SMU to the University Park Police Department would normally involve signing a complaint regarding the specific charge. In the prosecution of criminal cases, the subsequent responsibility of personnel of SMU will be to appear in the proper court when summoned as a witness by a duly-issued subpoena. Disposition of incidents at the University which do not result in a formal complaint to police will be the responsibility of the appropriate staff or faculty member of the University.

In the case of fire, call University Security. The telephone number is 692-3333.

In case of emergency illness or injury on the Campus, call the Health Center (X2141). Try to evaluate the situation as best as you can, so you can give pertinent information about the patient as you see it. In every instance try to bring the patient to the Health Center. If his condition is too serious to warrant being moved, a physician or nurse will come to render first aid and call for transferral by ambulance to a hospital.

Any student in need of counseling or problem-study should be referred to the Health Center. A

competent staff is available to assist them.

C. Student Problems

1. Student Counseling

Academic: Academic counseling consists of two basic types of situations:

a. those in which a student has questions pertaining to his degree plan, and

b. those in which the questions concern academic abilities, choices, and achievement.

The decision as to whether a student is required to take a certain course, whether a course will count for credit for a certain degree requirement, and other similar questions should be answered by the student's adviser. If the student is in University College, he should be referred to his University College academic adviser. If he is in one of the degree-granting schools, he should be referred to the chairman of his department or the adviser assigned by his academic department chairman. If you have reason to believe that the student's academic adviser has not given accurate information to the student, you should contact the University College office or the student's department chairman, as appropriate.

For students who are concerned about whether they are achieving as well as they could, what their abilities are, study habits and skills, or what academic major they might have interest in, Psychological Services offers a counseling and testing program which can assist the student in determining his general and specific academic abilities and this relative interests in various academic areas. This office can make a complete evaluation of a student, provide needed help, or refer the student to other professional services which he may need. Students with concern about their reading speed or comprehension may be referred directly to the Reading Clinic, Room 208 Clements Hall. Students with speech and/or hearing difficulties should be referred to the Speech and Hearing Clinic, Room 141 in Science Information Center. Both of these offices offer evaluation and training programs appropriate for students. All of these services are free to SMU students.

National tests, such as the Graduate Record Examination and NTE, are administered through Psychological Services. Information, applications and testing dates are available from this office.

2. Vocational Counseling

The objective of the Career Counseling Service is to assist undergraduates and alumni in the assessment of personal characteristics which have a bearing on career choice, and to provide information concerning available job opportunities which may lead to satisfying and rewarding work.

Registrants are referred to employers who list thousands of opportunities for part-time, summer, and career positions; and approximately 400 employer representatives visit the campus yearly to interview seniors. Resumés are provided for review by these and other employers who hope to attract our graduates.

Students are encouraged to visit often to talk with counselors and to browse in the vocational library which contains vocational information, descriptive material and job application forms from businesses and government agencies, salary reports, and labor market trends. The Career Counseling Service is located in Room 208 of Clements Hall.

3. Mental Health Problems

Both the Psychological Services and the Mental Health Center provide evaluation and counseling facilities for students on matters of personal concern in addition to academic and vocational areas. Counseling services are also provided by the Chaplain and other offices. Among these concerns are problems concerning relationship to one's family, situational problems, depression, and other normal concerns of developing students. In addition, Psychological Services provides seminars and individual counseling for couples who are considering marriage and for those who may have problems in their marriage and family relationships. As case loads permit, these services are also available to faculty families.

4. Religious Counseling

Southern Methodist University has two full-time campus ministers on its administrative staff, the Chaplain to the University and the Coordinator of Religious Activities, each of whom does religious counseling as needed for students, faculty and staff.

Other campus clergy are supported by churches, synagogues, or ecumenical groups to the University community. These include the rector of Canterbury House (Episcopal), the director of the Newman Club (Roman Catholic), the director of the Baptist Student Union, the director of United Campus Christian

Life (Presbyterian, United Church of Christ, Disciples, etc.), the counselor for the Hillel Foundation (Jewish), and the directors of the Campus YMCA and YWCA.

Organizationally, Southern Methodist University has two structures for religious activity. The University Service of Worship (popularly called "Sunday Chapel") is held each Sunday in Perkins Chapel during the academic year under the direction of the Chaplain. The Campus Ministry Council, under the Coordinator of Religious Activities, is an ecumenical structure in which members of Methodist, Presbyterian, Disciples, Roman Catholic, United Church of Christ, and other groups unite in a joint ministry to the University community. Other church groups who work through their own structures of ministry to the campus include Baptist, Christian Science, Church of God, Hillel, and Lutheran.

5. Legal Aid

The Student's Attorney, located in the School of Law, provides limited legal counseling without charge to students in minor legal matters such as traffic tickets. If the matter is more serious, the Student's Attorney will assist the student in securing a suitable local attorney through the Dallas Lawyer Referral Service.

6. Financial Aids

Applications and general information concerning scholarships, loans, and work-study programs are available in the Office of Financial Aids, Perkins Administration Building, Room 101.

Information regarding undergraduate housing and food service for on-campus students and guests is available in the Office of the Director of Housing.

Information concerning housing and meals for single male law students is available at Lawyer's Inn.

Information concerning housing for Theology students is available by calling the Director of Perkins Housing.

APPENDIX A

FACULTY BENEFITS AND SERVICES

APPENDIX A

This section contains the basic University policies, programs and benefits to the Faculty. In addition, there are sections on such other services as credit union affiliation, athletic and cultural privileges, printing, security, psychological services, faculty club, and information services. For a detailed amplification on the operational policies of SMU, please refer to the University Policy Manual in the office of your department head. These operational policies, however, are continually changing and therefore what is stated within this appendix is subject to change.

UNIVERSITY BENEFITS FOR FACULTY

Group Accident Insurance (Policy TR-PD-303)

Eligibility

All permanent full-time employees under 70 of the University that choose to may participate in the group accident insurance program.

Coverage

The principal sum insurance pays for accidental death and dismemberment of covered employees and eligible dependents as insured.

Employees may choose a principal sum insurance coverage from $10,000 to $100,000 with a maximum limitation of ten times the employee's annual salary. The employee may choose family protection also, whereby each member of his family would be insured for a nominal additional cost. The spouse alone would be insured for 50% of the principal sum insurance chosen by the employee. With spouse and children, the spouse would be insured for 40% of the employee's principal sum insurance, and each child would be insured for 5%.

Permanent total disability from accident is provided the insured employee (only) if the accident occurs prior to age 60.

This insurance provides protection on the job or off the job - 24-hour coverage.

Cost

The cost ranges from 50¢ per month minimum to $6.80 per month maximum, the latter representing principal sum insurance of $100,000 family coverage for the employee. The premium rates are subject to change. The cost is borne by the employee through payroll deductions.

INFORMATION: For further information concerning this Policy, contact the Office of Employee Benefits, 321 Perkins Administration Building, or telephone on Extension 2131.

Trip Travel Insurance Coverage

All active full-time faculty and staff members of the University are automatically covered by a blanket policy covering injury sustained while traveling on business for Southern Methodist University. For air travel, only regularly scheduled commercial air lines are covered. The coverage is $50,000 Accidental Death and Dismemberment with full amount of premium paid by the University. All faculty and staff members are covered without completing

an application or enrollment card. The beneficiary designation on the group life insurance cards will be used unless we are notified otherwise by the employee.

Group Medical Plan (Policy TR-PD-301)

Eligibility

Permanent full-time and partial year full-time employees of the University are eligible to participate in the Group Medical Insurance Plan. Participation is optional, but the employee is strongly urged to consider the benefits offered and participate in the plan. Each eligible employee must fill out an insurance card, indicating family members to be covered, or waiver for no coverage.

1. All employees must submit to a physical examination or present evidence of insurability prior to their acceptance of participation in the plan.

2. New employees not satisfying medical requirements of (1) above, may be employed by the University, without Group Medical Insurance Plan Coverage, in accordance with paragraph 6, TR-PD-100.

The plan is designed to cover all eligible employees and their eligible dependents.

a. When Does Your Insurance Begin? - Your insurance will become effective on the date you apply for it provided your application is made within the 31-day period following the date you become eligible.

   Insurance for your dependents will become effective on the date you apply for their insurance provided your application to insure them is made within the 31-day period following the date you become eligible to insure them.

b. Pre-existing conditions at time of employment may be excluded from coverage at the insurance company's discretion.

c. A certificate and a booklet explaining the coverage in detail is issued to each new participant.

Cost

Premiums for the employee's portion will be paid through payroll deduction. For faculty and staff, on a less than twelve months pay basis, the annual premium will be pro-rated into monthly deductions.

New Employees

All new employees should be directed to the Employee Benefits Office in the Personnel Department, 321 Perkins Administration Building for enrollment in the Plan. Coverage is not in effect until the cards are signed.

Retired Persons

Employee participants in the SMU Group Medical Insurance Plan are automatically transferred to the STANDARD MEDICARE SUPPLEMENT coverage on the first day of the month in which they reach age 65. The coverage has a maximum

amount of $10,000 and is designed to cover medical expenses not covered by Medicare. The monthly premium is paid for the retired employee by SMU as long as the person lives. The spouse (if covered at the time the employee reaches age 65) is eligible for this coverage but the premium is paid by the retired employee. This may be deducted from the monthly retirement check when applicable, or where not, mailed directly to the Employee Benefits Office in the Personnel Department. In the event of death of the employee, the spouse may continue this coverage until death or remarriage.

Death Extension

Group Medical Insurance may be extended by dependents of employees for a period of three months after death of employee. In such cases the full amount of premium is paid by the surviving spouse for the three-month period and then may convert to a basic individual health insurance policy.

Group Life Insurance (Policy TR-PD-302)

All permanent full-time faculty and staff members are required to be covered by Southern Methodist University group life insurance. The minimum coverage is $1,000 and the maximum is $5,000 during the period prior to the employee's joining the University's Retirement Plan. This coverage costs the employee 25¢ per thousand, with the rate subject to change.

When the employee joins the Retirement Plan, S.M.U. assumes the premium for the Group Life Insurance, which automatically becomes one and a half times the annual base salary.

The life insurance is effective immediately upon employment provided the employee has completed his group record card. This should be done in the Employee Benefits Office, 321 Perkins Administration Building.

The group insurance terminates when a faculty or staff member retires at age 65 or terminates his employment at the University.

For participants who do not have permanent insurance or who need additional permanent insurance, Group Optional Permanent Insurance is available. Through this plan an individual may convert all or a portion of his group term insurance to permanent insurance at a premium rate based on age at conversion, and the University will pay approximately one third of the premium. The balance is payable through payroll deduction. This is available without evidence of insurability and may be continued by paying the full amount of premium should the individual terminate employment at S.M.U. The necessary forms and additional information will be provided upon request.

Payments made by Southern Methodist University as premiums for Group Optional Permanent (GOP) life insurance provide the employee with non-forfeitable paid-up life insurance. Such payments must therefore be included in the employee's gross income, subject to Federal withholding tax but not to FICA or Unemployment Tax.

Therefore, effective January 1, 1974, the following changes in the payroll treatment of the SMU portion of GOP premiums have been implemented:

a. The SMU portion of the premium for each employee participating in the GOP plan will be added to the gross wages of the employee.

b. The new gross pay, equalling the employee's old gross pay as of 12/31/73 plus the SMU share of the GOP premium, will be subject to Federal withholding tax.

c. The SMU portion of the GOP premium, added to the employee's pay as noted above, is then deducted from the employee and transferred to the insurance liability account for subsequent payment to the insurance company.

d. The increase in the gross pay is charged to the home base and is itemized as a separate charge on the Distribution and FICA Summaries distributed to the departments after each payroll. This method eliminates the need to subsequently cross charge the SMU cost of the GOP premiums to the home base departments.

The employee's net pay is therefore equal to the net pay prior to January 1, 1974, less the additional federal income tax withheld. The additional pay, even though it is deducted within the same pay cycle as explained above, will be reflected on the employee's annual Form W-2 along with the corresponding increase in federal withholding tax.

When a University employee "converts" all or part of his term life insurance to permanent life insurance, he is not increasing the total coverage. The change represents a reorganization of his personal insurance portfolio made by his own decision.

Death Payments (Policy TR-PD-308)

It is the policy of the University to pay to the surviving spouse, or if no surviving spouse, to the surviving dependent children, or dependent parent, in that order (but only to those persons), of a regular, active permanent full-time faculty or staff member at the time of his or her death, the following sum: a sum equal to that part of the month's salary he would have earned had he lived until the end of the month in which he died, plus two months' basic salary. The portion of the month's salary earned by the employee up to the date of death will be paid by separate check and will be a part of the employee's income for tax purposes. The payments to the employee's surviving spouse, children or parents will be by separate checks to them, accompanied by a letter explaining that the sum is not a part of their income for tax purposes.

Retirement Plan (Policy TR-PD-300)

Descriptions

The Retirement Plan at S.M.U. is self-administered. Each permanent, full-time faculty and staff member becomes eligible to participate in the plan on September 1 following employment. Participation in the Plan is optional under age thirty-five; however, on September 1 following attainment of age thirty-five and one year of service, each eligible individual automatically becomes a participant in the Plan.

All funds of the Plan are held separate from those of the University, and investment decisions are delegated to the University Investment Committee and the Investment Committee named by the Trustees of the Retirement Plan. The funds of the Plan and the income from these funds are used only to pay retirement benefit to the participants of the Plan.

The individual files of the participants and other records of the Plan are maintained in Room 319, Perkins Administration Building.

Trustees of the Plan are appointed by the Board of Trustees of the University and their roster includes five members from the faculty and two from administration or staff. The Trustees serve without remuneration.

The official financial records are maintained by the University and are subject to yearly audit by an independent public accounting firm. An annual statement of condition as of August 31 is prepared for the Trustees by the independent auditors. This report may be examined by any interested participant at the Administrator's Office.

The following summary of the S.M.U. Revised Retirement Plan is intended to answer some basic questions about the Plan that interest most employees. The full details of the Plan are available in the office of the Administrator for any one who desires to read the Plan in full.

Contributions

Employee: Each participant shall contribute monthly an amount equal to five percent (5%) of his monthly base salary. Compensation for summer school teaching, courses taught in S.M.U. Evening College, conference courses, thesis preparation or any other extra compensation is not included in the calculation or retirement benefits.

Benefits

A participant's normal retirement date is June 30 coincident with or immediately following the participant's sixty-fifth birthday.

Normal Retirement Benefit (as amended 2/4/71): A participant or former participant with a vested interest, who retires upon his normal retirement date, shall be entitled to receive a normal retirement benefit. The normal retirement benefit shall be a monthly pension payable for life but with a minimum of at least sixty monthly payments.

For participants who retired or otherwise terminated employment prior to September 1, 1970, the amount of the monthly pension payment is computed in accordance with pertinent provisions of the Plan which were in effect on the date of retirement or other termination of employment. For participants employed as of September 1, 1970, the amount of the monthly pension payment shall be equal to the sum of the following.

Past Service Benefit - a past service benefit equal to two percent (2%) of monthly salary as of September 1, 1969, multiplied by the number of completed years of credited service prior to September 1, 1970, but not less than the benefit previously accrued to that date.

Credited past service is the number of years prior to September 1, 1970, in which the participant made contributions, not subsequently withdrawn.

Future Service Benefit - for each year of credited service commencing with September 1, 1970, and prior to the normal retirement date of the participant, a current service credit equal to two percent (2%) of monthly salary as of each September 1.

Early Retirement Benefit: A participant may retire after he has attained aged sixty years and been a participant in the Plan for ten full years upon at least 90 days notice to the University. The pension upon early retirement is a monthly payment for sixty (60) months certain and life in an amount equal to the actuarial equivalent of the pension credits which have been earned up to the date of early retirement.

Disability Retirement Benefit: If an employee becomes disabled so that he or she is unable to perform regularly assigned duties at the University, he will be entitled to a disability benefit. The disability benefit will consist of a monthly pension beginning on the first day of the month next immediately following the date of disablement and continuing for life but for a minimum of at least sixty (60) months. The amount of the monthly payment will be equal to the larger of the following:

1. The sum of the pension credits which the employee earned through the Plan year in which disablement occurred;

   or

2. One-half the total of the pension credits he would have earned if he had been able to continue working to his normal retirement date at the same monthly salary he was receiving at the date of disablement.

If the employee recovers after a disability retirement, the monthly disability pension will cease, and if he returns to employment with the University as an eligible employee, he will again earn pension benefit credits for services after his reemployment.

Optional Retirement Benefits: Instead of a monthly income payable for sixty (60) months certain and life, the employee may elect to receive his retirement benefit under an optional form. Unless he elects an optional form at least one (1) year prior to his actual retirement, evidence of good health may be required. The amount of monthly income under any optional form is an amount which has the same actuarial value as the amount payable under the normal form. Optional forms which have been approved to date are as follows:

a. Life Annuity - no death benefit;

b. Five Years Certain Life - pension payable for sixty months guaranteed or life of participant, whichever is longer;

c. Ten Years Certain and Life - a pension payable for one hundred-twenty months guaranteed or life of the participant, whichever is longer;

d. Joint and Two-Thirds to Survivor - a pension payable so long as the employee is living, and upon the death of either person, reduced to two-thirds of the amount previously paid and continued to the survivor during his life time;

e. Joint and Survivor - a pension payable so long as either employee or one other person designated by him is living.

Termination Benefit: If employment is terminated (other than by death, disability, or retirement), the employee will have a vested interest in the normal retirement benefit he has earned to the date of termination. His vested interest will be in the form of a pension which begins on his normal retirement date. He may elect, however, to withdraw his own contributions with interest earned to date, but if he does so, he gives up all benefits under the Plan.

Death Benefit: If the employee dies prior to retirement, his beneficiary will receive a basic death benefit in accordance with the provisions of a group life insurance policy equal to one and one-half times his annual base salary.

If his or her spouse survives and if the amount of his group life insurance is less than sixty times the pension benefit credits which he has earned to the date of death, the excess of the latter amount over the amount of his group life insurance will be paid as an additional death benefit. In most cases, one sixtieth of this additional death benefit will be paid each month over a period of sixty months.

If he dies after retirement, but before he has received sixty monthly payments, the remaining monthly payments will be made to his beneficiary. If, however, he has elected an optional form of retirement benefit, the above will not apply but the provisions of that optional form will apply instead.

Tax-Sheltered Annuity (Policy TR-PD-304)

Eligibility

According to regulations provided in Section 403(b) of the Internal Revenue Code, faculty and staff members of an educational institution may divert a portion of their annual salary to an annuity plan, either fixed or equities funding, and thereby defer payment of income taxes on the contribution.

Carrier

S.M.U. offers the tax-sheltered annuity plan through Southwestern Life Insurance Company, Teachers Insurance and Annuity Association of America, and for ordained ministers only, the Presbyterian Ministers' Fund Life Insurance Company.

Employment agreements in duplicate will be executed with the carrier chosen by the employee which provides salary reduction. The amount he wishes to have tax-sheltered will be stated and the Office of Director of Personnel will acknowledge and return one copy to him. This employment contract can be executed once during a calendar year.

Faculty and Staff Tuition Benefits for Dependent Children (Policy TR-PD-309)

General

This plan will start with the fall semester of the 1972-73 academic year. All current recipients will be converted to this new plan with the special circumstance that full credit will be given immediately for the number of years worked; that no current employee participating in tuition benefit for dependent children shall have a debit tuition credit balance as of the start of the 1972-73 academic year.

Participant may register for undergraduate catalogue courses (below 6000 series) but not to include conference or tutorial courses. All such course sections must have the requisite minimum enrollment of students paying full tuition.

This benefit is for tuition only and limited to Baccalaureate Degree requirements and not to exceed eight semesters of full-time study or equivalent. All fee charges are to be paid by the participant. In case of a full-time student in the Music Division of the School of the Arts the grant may cover up to 2 private lessons per week as a part of the required curriculum. Any external tuition support for which the recipient is qualified should be applied for and, when received, used to reduce the University's budgeted tuition contribution to the particular recipient.

The expenditure budget for tuition grants will be fixed each year based on other financial considerations of the University. In the case of financial exigency priority will be given first to dependent children, second, to employees themselves, and third to spouses.

This program may be revised or terminated at the end of any semester, and under no circumstances shall it constitute a continuing obligation of the University.

Tuition Credits

Tuition credits are accrued annually on the basis of two semester student equivalent credits per year (12 months for non-faculty, 9 months for faculty).

Tuition credit accrual begins after the first full year after employment of the sponsor below the rank of Associate Professor. Full Professors, Associate Professors, and those staff members with the rank of administrative officials (as listed in the General Information catalogue of the University) accrue tuition credits from the time of appointment.

Tuition credits may be used in advance of accrual and appear as tuition credit debits on the employee's tuition account to be reduced by tuition credits accrued through continuity of employment.

Tuition credits are valid for all sessions of the academic year.

In the event of termination of employment or retirement of an individual with net tuition debits, the employee will be required to pay back to the University the cash equivalent of the tuition benefit not accrued.

Tuition credits accrued but not used at termination or retirement are not redeemable as a cash benefit. They may be used on a deferred basis providing the dependent matriculates within two years of the employee's termination. If the employee should die or become disabled in service to the University, the dependent child will enjoy the same benefits as if the parent had lived and remained in the employ of the University.

Tuition credits can be used only in units of one full tuition credit per individual per semester, inter-term, or summer session, regardless of recipient's full or part-time student status.

Tuition credits once applied are fully expended whether the student completes the term for which applied or not.

Eligibility

Qualifying faculty are those who are permanent and full-time and engaged on a continuous basis for at least nine consecutive months. (This would exclude part-time faculty, visiting industrial professors, registered students of any category, consultants, etc.). Qualifying staff are those who are permanent and engaged on at least a nine consecutive month basis and are full-time (work hours amounting to at least 37½ hours per week).

Dependent children without a Baccalaureate Degree may apply up to age 22. In an effort not to exceed the maximum age limit requirement, one year may be subtracted from the student's actual age for each year in service to the nation through the armed forces or through legally recognized alternative service programs such as the Peace Corps.

Applications to establish dependent participant eligibility must be submitted each year to the Office of Financial Aid. Eligibility approval will be granted by that Office. (Such applications will include an agreement by the participant to pay back to the University on a non-interest bearing basis the cash equivalent of any tuition benefits awarded which are not actually accrued in the event employment is terminated.)

Participants must meet all of the standard requirements for admission to the University and must maintain a 2.00 overall grade point average (or a 2.00 on the preceding year's academic work) in order to maintain eligibility.

Dependent children are not eligible to participate in the program until after one year of full-time permanent employment of

a sponsor employee who is below the rank of Associate Professor or that of an Administrative official. "One year" in the case of faculty equals an academic year of two (2) semesters; twelve (12) months of continuous service in the case of staff.

The cash equivalent of tuition credits accrued will be credited on behalf of dependent children of full-time permanent employees to other private colleges with which SMU has reciprocal agreements. (The only reciprocal agreement at this time is with TCU.)

Faculty, Staff, and Spouses Tuition Benefits (Policy TR-PD-314)

General

This plan will start with the fall semester of the 1972-1973 academic year. It will apply only to tuition costs. All course sections for which a participant may register must have the requisite minimum enrollment of students paying full tuition.

The expenditure budget for tuition grants will be fixed each year based on other financial considerations of the University. In the case of financial exigency priority will be given first to dependent children, second to employees themselves, and third, to dependent spouses. This program may be revised or terminated at the end of any semester, and under no circumstances shall it constitute a continuing obligation of the University.

Faculty and Staff

Full-time permanent employees are eligible from the time of employment for a 63% tuition benefit for part-time undergraduate or graduate work through the Master's degree level, or equivalent.

The employee's application must be approved by the administrator (dean or non-academic department head) at the division in which he holds his primary appointment. Eligibility approval will be granted by the Office of Financial Aid.

No more than six (6) semester hours of work may be taken during a single semester; a full load may be taken during the inter-term and summer sessions by eligible faculty who have been reappointed and who have the approval of their deans.

Retired full-time employees are eligible for a 63% tuition benefit.

Dependent Spouses

Dependent spouses of full-time permanent employees are eligible from the time of employment for a 63% tuition benefit for undergraduate or graduate work through the Master's degree level or equivalent.

Should the employee die or become disabled in service to the University, the dependent spouse will enjoy the same benefits as if the employee had lived and remained in the employment of the University.

Applications for eligibility must be approved by the Office of Financial Aid.

University Services

Memorial Health Center

Faculty and staff members and their immediate families can no longer use the SMU Clinic-Hospital physicians for professional consultation. However, members of the University community may continue using the pharmacy and laboratories as long as the prescriptions or laboratory requests come from physicians other than SMU Staff physicians.

Pre-employment physicals for SMU faculty are permitted since there is no professional charge to the employee, and this service is paid for by the University. In case of extreme emergency any person on the SMU campus may go to the SMU Clinic-Hospital for referral to a hospital, clinic or doctor's office off campus. No professional fee can be charged for this referral.

Discount Privileges at Book Stores

Faculty members receive a discount of ten percent on all books purchased through the University Bookstore and for all other merchandise, a discount of fifteen percent.

Credit Union

All faculty members and their dependent children living at home are eligible for membership in the Dallas Teachers Credit Union.

At present, interest rates on loans are 5/6 of one percent on the unpaid balance each month. Dividends on savings are paid quarterly and have a history of good returns.

The Dallas Teachers Credit Union is located at:

4600 Ross Avenue
Dallas, Texas 75206
Tel. (214) 824-6371

Athletic and Recreational Privileges (Policy TR-PD-312)

Athletic activity cards are available to each faculty member and his dependents at a nominal price. This entitles him entry to all athletic events in which the University is involved. In addition, University recreational facilities are available to the faculty and their families with the athletic activity cards. This includes the natatorium, tennis courts, hand-ball courts, gymnasium facilities, the Umphrey Lee Student Center facilities for table tennis and billiards. Priority of facility use will be given to students on inter-collegiate varsity teams.

Printing

The University operates a well-equipped and professionally-staffed Printing Department capable of producing all printing

required by the University and related activities housed on campus. The Department prints The SMU Campus, The Mustang magazine, the University catalogues, periodicals of the various schools, the Southwest Review and many hard-bound volumes for SMU Press, plus miscellaneous University printing ranging from brochures to stationery.

The Printing Department retains a staff artist to help customers in the planning and design of work requiring this assistance.

Services of the Printing Department are available to faculty and staff members at institutional prices. The Department is located in the basement of Clements Hall.

Faculty Club

The S.M.U. Faculty Club at 3034 Daniels is a private club incorporated by the State of Texas. It offers food service for lunch, beverage service, private meeting and dining rooms, gamerooms, and a T.V. Lounge. Future plans include exercise room, guestrooms, and expanded food service. Membership is by application accompanied by the initiation fee. The initiation fees are $75 for tenured faculty, members of the board of trustees, and members of the board of governors; $45 for nontenured and retired faculty; and $60 for all others eligible for membership. The dues are $60 per year, and all purchases at the club are by signature of members.

Psychological Services

The Office of Psychological Services provides counseling and testing services to SMU faculty and their immediate family (spouse and children). Aptitude, ability, interest and personality tests are offered as appropriate. As the student counseling load permits, short-term counseling is available in personal, family and other problem areas. All contacts are held in complete confidence and information is released to other professional persons only with the client's written permission.

Information Services Department

The overall objective of SMU's Information Services Department is to effect a coordinated, coherent, and complete information-gathering and disseminating operation that contributes significantly to the enchancements of the University's reputation, public awareness of its people, programs, and purposes, and support of its annual and capital fund campaigns. The department is located on the fourth floor of Fondren Library East, and the staff includes three writers, a photographer, and a secretary.

The department has produced home-town news releases about the activities and honors of an estimated 4,300 students; some 350 general news releases which were distributed to a wide variety of regional, national, general and specialized outlets; about 2,300 black-and-white photographs of campus activities, from which countless prints were made for use in news media, scholarly journals, and university publications; about 1,000 color slides for use in illustrated discussions of the University, full-color student recruitment brochures, and television presentations; biographical information and photographs on individual faculty members and administrators; and weekly "Alert" sheets with background information

for editors and news directors on almost 100 campus events or developments worthy of on-the-spot news coverage. There is no charge to the faculty member for the services of this department in the development and dissemination of information and photographs of university-related activities. The department particularly wishes to be informed of all newsworthy accomplishments and activities by individuals, departments and schools.

Campus Security

The SMU Security Department was established on the Campus in January, 1968 following requests by the student body beginning in 1965.

The Security Department is now operational 24 hours a day with five to eight uniformed officers on duty at any one time under the supervision of the Director of Security, who reports directly to the President.

All SMU Security officers are commissioned by the State of Texas under a 1969 statute (Art. 5891, Vernon's Civil Statutes). The same standards and qualifications apply to SMU officers as those regulating city policemen, sheriffs and Texas Highway Patrolmen. SMU officers have the full authority granted to all Texas lawmen. The SMU Security Department maintains full liaison with all local police agencies and with the State police agencies and the Texas National Guard.

The responsibilities of the Security Department are in six general areas:

1. investigation of police and criminal-type offenses occurring on the Campus;

2. University traffic regulation and enforcement which includes all City ordinances and State laws regarding vehicle operation;

3. registration of vehicles operated on the Campus by faculty, staff, and students, and the control of parking of such vehicles;

4. special security service for dormitory areas, the Student Center, museums and events on Campus;

5. routine checking of Campus for various safety hazards and the emergency enforcement of safety measures when warranted;

6. group disorders resulting in violation of University policy or State laws.

It is the attitude of the Security Department that the initial routine security responsibility on the Campus is vested in the administration, faculty and all personnel in authority who should exercise their authority to maintain good and safe order, calling on the Security Department when met with defiance or

refusal.

In addition to its direct responsibility to the President and appropriate Vice Presidents of the University, the Security Department relates to the University community through the University Assembly's Committee on traffic and Security. This committee meets monthly with the Director of Security to summarize activity and provide data and information. Security policy changes are discussed and proposals presented to the University Assembly which establish policy. The University Administrative and Coordinating Committee receives information copies from the Director of Security.

Detailed information regarding policy and procedure is readily available through the office of the Director of the Security Department.

Cultural Events and Facilities

The Dallas Symphony Orchestra, one of the fine orchestras of the Nation, has its home at the Music Hall at Fair Park. The Civic Music Association, the Community Course, and the Dallas Chamber Music Society all present their programs on the SMU Campus.

In the Meadows School of the Arts are located one of the great collections of Ibero-American art in the world, the Elizabeth Meadows Sculpture Court and Garden, the Pollock Galleries and the University Galleries with continuous exhibitions of great variety. Also in the Owen Arts Center are the Caruth Auditorium, presenting concerts of all kinds, the Bob Hope Theatre with a regular annual bill of plays, the Margo Jones Experimental Theatre and its annual bill of new shows.

Each year metropolitan Dallas offers the Dallas Civic Opera season, the Metropolitan Opera of New York, the Dallas Civic Ballet, the State Fair Musicals, and a continuous procession of entertainment forms of every kind in the downtown auditorium of the City. The Dallas Museum of Fine Arts contains an important and growing collection. The City of Dallas is said to rank third in the Nation in the production of TV commercials, surpassed only by New York and Hollywood.

APPENDIX B

DIVISIONS AND PROGRAMS OF THE UNIVERSITY

7/23/73

APPENDIX B

This section contains brief descriptions of the various divisions and programs of the University. Please refer to the individual school catalogue for a more detailed presentation of programs, requirements, and facilities.

THE UNIVERSITY COLLEGE

The University College was created by the Master Plan of 1963 and it began operations in September of 1964. The College is an embodiment of the belief that Southern Methodist University should be a university rather than a multiversity, a community sharing common concerns rather than a loosely related collection of schools with each pursuing its own ends without regard for the other parts of the University.

The University College provides a common ground for undergraduates destined to study in the diverse schools of the University, a place where some of the special knowledge of the professors of these varied schools can be made available for the liberal education of all the students. The University College was established by the Master Plan as an institution within Southern Methodist University specifically organized to attempt to meet these needs.

Because education can never consist merely of the accumulation of factual information and always consists in great part of self-education, of a student's learning to think critically and imaginatively for himself, the University College curriculum consists almost entirely of the study of great works of past ages and of our age rather than textbook distillations of these works. A prominent part of the curriculum of all students entering University College are the interdisciplinary courses. Education adapted to the individual student is evident in the Superior Studies Program and in the opportunities available for work on Independent projects. University College was created in the belief that its classes should normally be small enough to permit an exchange of ideas between teachers and students, thus enabling everyone to take an active part in his own education.

All freshmen enter the University College. Students later transfer to one of the degree-granting schools of the University but they continue to take courses in the College throughout all four years. Thus the liberal-studies program of the College constitutes an integral part of every undergraduate's education, whatever his field of specialization.

There is no separate University College faculty. The entire faculty of the University constitutes the faculty of the College. Professors from the various departments and schools share in the general liberal education of the undergraduates. All faculty members teaching in the University College have appointments in the various academic departments or the professional schools. A spirit of innovation and a freedom from the sometimes confining departmentalism of American university structure characterizes the College. Most of the courses are interdisciplinary. All are designed to be responsive to student interests and student needs. A Superior Studies Program and projects for independent study are available for particularly able students.

The direction of the College is in the hands of University Vice-President and Provost, Dean, and a University College Council

of fourteen faculty members and six students who are elected from all schools of SMU. The Council is responsible for the admissions policy of the University College, for establishing the curriculum, for correlating the work of the College with the degree programs of the University, and for seeing that a particularly able teaching staff is secured for the liberal-studies courses.

THE SCHOOL OF HUMANITIES AND SCIENCES

The School of Humanities and Sciences is organized to facilitate the offering of major fields of study by its two faculties, undergraduate and graduate. For each of these faculties there is a Council which is responsible for making academic policy decisions for the School. The Dean of the School of Humanities and Sciences presides at Council meetings.

Academic policies, both undergraduate and graduate, affecting student programs are administered through one office, the Associate Dean of Student Academic Affairs. Student admissions, scholarships, degree counseling, monitoring of student academic programs, student academic follow-up activities and academic counseling within departments are coordinated in this office, which is located in Dallas Hall, Area 17E and adjacent space.

The Undergraduate Faculties of Humanities and Sciences, largest of the degree-granting schools of Southern Methodist University, normally admit students from the University College during the second term of their sophomore year.

The School offers both liberal and pre-professional education. It aims to develop in its students qualities of mind and spirit which make them intelligent and responsive human beings capable of effective lives in a free and humane society.

Three undergraduate degrees are awarded at the undergraduate level: the bachelor of arts (B.A.), with a major in any department in the School, the bachelor of science (B.S.), with majors in mathematics, natural sciences and certain social sciences for the candidate who prefers this degree, and the bachelor of applied studies (B.A.S.) in a limited number of departments.

Departmental majors are provided in anthropology, biology, chemistry, economics, education, English, French, geography, geology, geophysics, German, history, history of art, Italian, mathematics, philosophy, physical education, physics, political science, psychology, religion, sociology, Spanish, and statistics. There are interdisciplinary majors in Afro-American studies, in Ibero-American civilization, and in the social sciences. An ROTC program permits students to qualify for reserve commissions in the United States Air Force.

Distinguished scholarly performance is fostered by special programs and by distinctions awarded to able students. The University Scholars Program is designed to allow a student after his freshman year of academic excellence to be freed from most degree requirements. These scholars are encouraged to develop, in consultation with a faculty adviser, a program of study providing intellectual breadth and depth which is tailored to each student's individual concerns and needs.

In addition, through the successful completion of a special program of study in his major department, a student may be awarded

departmental distinction, regardless of eligibility for graduation honors. The award is conferred by the major department based on certain criteria prescribed by the department.

Degrees available through the Graduate Faculty of Humanities and Sciences are the master of arts (M.A.), the master of science (M.S.), the master of education (M.Ed.), and the doctor of philosophy (Ph.D.). Those fields of study which are starred indicate the areas in which both master's and doctor's programs exist. In all other areas, the master's degree is the highest degree conferred.

*Anthropology
Biology
Chemistry
*Economics
Education
English
Foreign Languages
French
German
Spanish
Geological Sciences
Geography
*Geology and Geophysics
History
**History of Art
Ibero-American Civilization
Mathematics
Philosophy
Physical Education and Health
*Physics
Political Science
Public Administration
Psychology
*Religion
Sociology
Social Psychology
*Statistics
Urban Studies

**Although the B.A. in offered in Humanities and Sciences, see School of Arts for M.F.A.

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The following interdisciplinary programs are a part of the School of Humanities and Sciences:

1. Afro-American Studies

This program is based on the clear recognition that study of black history, culture, and experience, and of the role of black peoples in the modern world is a valid academic pursuit. It provides an inherently worthwhile topic of study for any student. It is planned for and made available to all students of the University. Whites, Blacks, and other ethnic groups will comprise its faculty and student body. The needs of black students, however, will receive a primary emphasis. Most, but not necessarily all, of its faculty should be black in order to combine intellectual with personal understanding of the black experience and black awareness.

The basic function of the Program is to provide opportunities for increasing both knowledge and understanding of the history, accomplishments, experience, and problems of black peoples in the New World and in Africa, with emphasis on the United States.

The Afro-American Studies Program properly develops and offers courses specializing in black life and history. The presence of these courses in no way lightens the responsibility of all disciplines at the University (especially history, literature, the social sciences, and the arts) to give black contributions and experience their proper place in every course.

2. Ibero-American Studies

The Center of Ibero-American Civilization is devoted to the study and appreciation of the related cultures of Spain, Portugal, Latin America and Southwestern United States. It stresses not merely the social, economic, and political systems of these cultures, but their esthetic, literary, and philosophical values as well.

The Center encourages travel to Ibero-American countries and formal study abroad in Ibero-American Universities.

The program of the Center prepares students for work abroad in public or private institutions for teaching history, literature, social science and the arts and for appreciation of the cultural values of Ibero-America.

The Center administers the SMU campus in Madrid, Spain, the exchange of Spanish and American professors between the Madrid and Dallas campuses, and the collection of basic research materials on the countries of Ibero-America. It operates a program of undergraduate study leading towards a B.A. and a graduate program leading towards an M.A. in Ibero-American Studies. It also operates two liberal studies courses in Ibero-American culture, one in connection with the Ibero-American Living Learning Center, a dormitory for students with a common interest in the field. The Center has been active in obtaining books, periodicals, and other library materials pertinent to its study program, and in sponsoring courses in the MLA and the informal course programs.

3. Center for Urban and Environmental Studies

The Center of Urban and Environmental Studies relates the University and its resources more effectively to the community and its problems. Through its research projects, it involves the contributions of professors from a cross-section of discipline and furnishes practical work-related experience for students. As a further demonstration of the relationship of the University to the community, conferences and seminars are held on subjects of public concern. Through its Urban Studies Degree Programs, it provides students a broad and detailed understanding of urban problems and approaches to their solutions.

Research - Interdisciplinary research activity, utilizing the full range of social sciences, technology, law, theology, business, and the arts, provides a basis for this relevant program. Projects range from economic potential studies for the North Central Texas Region to behaviorial modification classes held for drunken drivers. These projects are funded by federal, state, and local government, as well as foundations and private agencies.

Conferences - The University's facilities are used to hold conferences on a wide variety of issues of interest to the Dallas and nearby communities. These sessions cover such subjects as the church and urban problems, welfare in Texas, the environment, and land-use planning. Thousands of Dallas residents have attended these conferences during the past four years and have found them to be a stimulus for further action within the community.

Urban Studies Degree Programs - The newly established Urban Studies Degree Programs is administered by the Center of Urban and Environmental Studies and the degrees are granted by the School of Humanities and Sciences. The program provides a multidisciplinary course of study, utilizing faculty and courses from all schools within the University to encompass the broad base of knowledge and understanding needed to deal with complex urban problems. The B.A., B.S., B.A.S. and M.A. degrees are awarded. (See the section on the School of Humanities and Sciences for further details.)

Using a small staff as a base, the Center maintains a wide selection of faculty and staff members plus students as part of its project force. These auxiliary members of the Center staff engage in research and serve as a source of information on urban and environmental affairs for the entire community.

4. Criminal Justice Program

This is an interdisciplinary major which leads to a bachelor's degree. This major is intended to provide the student with a broad, liberal arts perspective on the scope, processes, and problems of the component parts of the contemporary criminal justice system. The curriculum includes required courses from the Departments of Political Science, Psychology, Sociology, Religion or Philosophy of the School of Humanities and Sciences; supporting courses from these departments as well as other departments in the School of Humanities and Sciences, The School of Business Administration and the Meadows School of the Arts, and elective courses which may be chosen from all schools of the University.

TEACHER PREPARATION PROGRAM

S.M.U. has offered a teacher preparation program since its opening date in 1915. Accredited by Texas Education Agency and by National Council for the Association of Teacher Education, the Program enables S.M.U. students to qualify for certificates leading to the following career options.

1. Kindergarten teacher.

2. Elementary teacher - study programs are available at both graduate and undergraduate levels.

3. Secondary teacher - study programs are available at both graduate and undergraduate levels in the fields of biology, chemistry, drama, English, French, German, Spanish, geography, geology, history, journalism, mathematics, political science, physics, speech and physical education.

4. Teacher of a special subject in all grades in school - art, health and physical education, music and speech/drama.

5. Special education teacher, either teacher of the deaf/severely hard-of-hearing or teacher of speech and hearing therapy.

6. Special service positions - school counselor and reading specialist.

The Program is organized into a University-wide unit with a Teacher Preparation Council serving as the policy-making body. The Director is the executive officer of the Council and responsible to the Provost. Members of the Council are appointed by the Provost and represent faculty, students and teachers in the profession. Twenty-five departments are involved in the Program which is primarily centered in the School of Humanities and Sciences and the Meadows School of the Arts.

Special features of the Program include extensive use of public school classroom settings for laboratory work in all courses in education, not merely in student teaching, use of an Educational Media Center housed in Fondren Library, use of a number of clinics and programs at S.M.U. where students develop skills in working closely with children, Reading Clinic, Speech and Hearing Clinic and Experimental Arts Program and Project Motivation, a Program primarily for University freshmen and sophomores.

THE SCHOOL OF BUSINESS ADMINISTRATION

The major emphasis throughout the School of Business Administration is the active participation of faculty, students, and businessmen in the learning experience through research, teaching, and application of knowledge. Purposefully organized to accommodate innovation and experimentation, this plan permits specialization but also encourages the integration of knowledge from various subject areas.

In addition, it provides for the acquisition of skill in the use of knowledge gained in academic pursuits throughout application to actual practitioner problems. Finally, it acquaints students with the design and implementation of project research into empirical problems of management - a subject of growing importance to today's executives and tomorrow's managers.

The undergraduate and graduate program of the School of Business Administration is designed to provide students with the opportunity for growth, both personally and professionally. The continually changing nature of business, with theories and techniques being altered at an increasing pace, places a great demand upon businessmen and women to be able to successfully cope with change and progress. The curriculum of the School of Business seeks to prepare students to meet these demands through a program that offers an individual the opportunity to design a great portion of his own education.

The individual and his abilities are the keys in determining the directions and methods of study that the student will pursue. Through close counseling with faculty members, areas of strength are determined. If a student feels proficient in a course and can demonstrate this proficiency, he can earn course credit by serving as a research or teaching assistant in that area.

If a student feels a need for greater study in an area, he works with faculty members to determine and utilize the resources available to attain his goals. A great deal of responsibility, as well as freedom, is offered the student as he plays an active role in designing and controlling his education. This is the same freedom and responsibility which must be productively channeled to meet the changing needs of business. The responsibility now falls upon the businessmen and businesswomen to continue to seek a better understanding of both the business and total environment of which we are a part. It is this goal, then, toward which the curriculum propels the student. The facts and theories studied are important, but of equal importance is the experience gained in learning how to learn - a talent which becomes critical and more rewarding as each day passes.

THE INSTITUTE OF TECHNOLOGY

At Southern Methodist University all programs of education and research in engineering and applied science are conducted through the Institute of Technology.

The Engineering Departments (Civil and Mechanical, Computer Science/Operations Research, Electrical) are the basic academic units of the Institute. They are responsible for the design of curricula at all degree levels; for the specification and enforcement of academic regulations, policies, and standards; for the counseling of undergraduate and graduate students, and for all other matters affecting the individual student and his academic progress. They are also responsible for the development and operation of all laboratories at all levels of activity and for all purposes; for the content, teaching, and scheduling of all academic courses; and for the conduct of all research programs.

The chief administrative officer of a department is the department chairman. He reports directly to the dean of the Institute of Technology.

All programs leading to a bachelor's degree, master's degree, engineer's degree, doctor of philosophy and doctor of engineering degrees are offered by and are under the jurisdiction of the individual departments.

The following curricula are available for study within these various departments:

Civil Engineering (CE)
Environmental Systems (ENV. SYST.)
Mechanical Engineering (ME)
Computer Science (CS)
Operations Research (OR)
Industrial Engineering (IE)
Engineering Administration (EA)
Management Systems (MS)
Electrical Engineering (EE)
Electronic Sciences (ES)
Systems Engineering (SE)
Public and Societal Systems (PSS)
Biomedical Engineering (BME)

In 1925 SMU established the cooperative form of education. This is an option that the student may elect. Cooperative education arises from the cooperation existing between the University and the industrial employer in the education of the engineering student.

The cooperative education program in the Institute of Technology places the student in industry during alternate semesters. This "work-study" program begins in the student's sophomore year, and at the time of graduation he will have gained approximately 20 months of real experience.

MEADOWS SCHOOL OF THE ARTS

The Owen Art Center, completed in 1968, is one of the finest University complexes for instruction, performance, and exhibition in art, music, drama, dance and radio-television. It houses all divisions, graduate and undergraduate, of the Meadows School of the Arts, expressing the belief that education of the highest quality in the arts thrives on a close interrelationship between artists, and on a wide acquaintance of each artist with the full range of humane values expressed in the other arts.

In addition, the University possesses an extensive museum collection. The Virginia Meadows Museum concentrates on Spanish art, and the collection includes works by Velasquez, Murillo, Goya, Picasso, Gris, Miro, and others. The Elizabeth Meadows Sculpture Garden at the entrance to the arts center contains a collection of major works by such modern masters as Rodin, Maillol, Lipchitz, Giacometti, Henry Moore, David Smith, and Claes Oldenburg. The Pollock Gallery presents a variety of contemporary exhibitions of interest to students and faculty as well as to the community at large, and it provides a showcase for student and faculty work.

For purposes of administration, Meadows School of the Arts is organized into the following divisions:

The Division of Broadcast-Film Arts, including practical and theoretical studies in television and film;

The Division of Communication Arts;

The Division of Communication Disorders;

The Division of Comparative Studies, coordinating comparative and interdisciplinary studies in the arts, the program in medical arts, the Dance Department, and the graduate programs in mass communications and arts administration;

The Division of Dramatic Arts, including the curriculums of the Theatre Department;

The Division of Fine Arts, including Art Education, Art History, and Studio Arts;

The Division of Journalism;

The Division of Music, including Music Performance, Music History, Music Theory, Music Education, and Sacred Music.

SCHOOL OF CONTINUING EDUCATION

In 1967 SMU affirmed its commitment to the student by gathering a cluster of related activities that had evolved separately under the mantle of the School of Continuing Education.

The purpose of the School of Continuing Education is to provide quality programs of both general and specialized nature for adults whose access to higher education requires part-time organized study. Within the philosophy and scope of the University, this School attempts to meet a broad spectrum of needs for personal development and career advancement through credit and non-credit courses, degree and certificate programs, conferences, and seminars. The mission of the School is to provide life-long learning opportunities in response to the needs of mature students and of the Dallas Community and the larger society.

The first major program of the new School was the announcement of an innovative graduate degree plan, the Master of Liberal Arts, which in 1972 enrolled more students than any other graduate program within the University. Perspective on contemporary values and cultural enrichment are the principal attractions of the MLA.

The School includes additional major divisions:

S.M.U. Evening College provides night classes for adults working toward a degree in many departments of Humanities and Sciences and in Business;

Informal Courses for Adults are credit-free, interdisciplinary short courses and workshops in liberal arts, fine arts, science and business fields;

Conferences and Seminars offer flexible response to immediate needs of professional and civic groups who require specific training;

International Programs Office maintains a reference library to help SMU students match their personal interests with foreign study opportunities. This division also structured successful inter-term tours led by SMU professors to Germany, England, Russia, Spain, France, and Mexico, and summer as well as long-term work at Graz, Austria, in concert with other American universities;

The Correspondence Division serves a worldwide student body by lifting the limitations of place and time from a person's need to earn credits through independent study.

SCHOOL OF LAW

The School of Law of Southern Methodist University was established in February, 1925. The School is a member of the Association of American Law Schools and is approved by the Section on Legal Education of the American Bar Association.

Programs and Instruction

J.D. Degree - The J.D. (juris doctor) is a first law degree normally obtained in three years of study. The primary purpose of the J.D. program is preparation for the practice of law, private or public. The curriculum combines training in the science and method of law, knowledge of the substance and procedure of law, understanding of the role of law in society, and practical experience in handling professional problems. It also explores the responsibility of the lawyer and his relations to other segments of society.

Most courses are national or international in scope, although emphasis on Texas law is available for those who plan to practice in Texas.

Combined J.D. - M.B.A. Program - The School of Law and the Graduate Division of the School of Business Administration offer a joint program leading to the J.D. and the M.B.A. (master of business administration) in four years. The program is designed for law practice with a strong business background, and for business careers with a strong legal background.

Advanced Degrees: Master of Laws - This program offers lawyers previously trained in Anglo-America law an opportunity to broaden their background in certain specialized areas by enrolling in advanced courses, and seminars, and by engaging in specialized research.

Master of Comparative Law (M.C.L.) - This program is designed to offer foreign lawyers trained in the civil system an opportunity to acquire knowledge of the legal system and political and legal institutions of the United States as well as of international legal problems with emphasis on the Latin American civil-law system.

Doctor of the Science of Law (S.J.D.) - The doctoral program provides outstanding students, primarily those in the academic field or interested in entering the academic field, an opportunity for advanced study and extended research in specialized areas of the law.

PERKINS SCHOOL OF THEOLOGY

An alert, thoughtful, effective leadership for the Church was the aim of those who founded the seminary which was to become Perkins School of Theology. This aim continues to motivate the Perkins community.

Most of the students at Perkins School of Theology are preparing for the pastoral ministry, though a number of students are following courses of study which will lead to work as missionaries, directors of religious education, directors of church music, and as ministers and workers in various other specialized fields. Also, there always are several students who are preparing for Ph.D. studies, and some who are studying as interested laymen, who may or may not enter the professional ministry of the Church. Students come to Perkins from many states and several foreign countries.

The following concerns have been uppermost in the life of Perkins School of Theology during the past several years:

1. The acquisition and retention of a strong faculty which, in addition to possessing scholarly ability and skill in teaching, is fully devoted to the Church's responsibility in theological education;

2. the admission and retention of men and women as students who are interested in the pastoral ministry and in other church vocations and who, with adequate undergraduate preparation, will engage in lively and serious theological study;

3. the construction of comprehensive but particular curricula for each of the degree programs, M.Th., M.S.M., S.T.M., D.Min. and, in conjunction with the graduate faculty of Humanities and Sciences, Ph.D.;

4. the development of resources for scholarship and other forms of student aid, so that students who need such resources and whose records indicate competence, may receive substantial grants toward seminary expenses.

Much of the academic and communal life of Perkins is governed by a senate composed of all the members of the faculty together with 13 students and 2 alumni. The student representatives are elected by students in a variety of ways so as to secure appropriate representation of the component groups of the student body. The 13 students have full participation in the deliberations and decisions of the senate, and each one serves as a regular member of one of the standing committees.

The primary work of the senate is done by six standing committees: Academic Procedures, Community Life, Curriculum, Long-Range Planning, Recruitment and Admissions, and School Relations. There are 24 student and 5 alumni members of these committees elected annually.

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Although Perkins School of Theology is an academic institution, there is equal concern given to the total life of all students and to the members of student families. Rich possibilities for service and growth are offered through the various channels of activities under the Community Life Committee of the Senate (i.e., Worship, Convocation, Student Associations, Seminary Singers).

OTHER UNITS AND PROGRAMS

SMU Libraries

The libraries of SMU are represented by the following units:

Fondren Library, for the Humanities and Social Sciences;

Science/Engineering Library;

Bridwell Library, Perkins School of Theology;

DeGolyer Foundation Library;

Underwood Law Library;

Art Reading Room, Mudge Art Building;

Music Library, Owen Art Center;

Institute for the Study of Earth and Man Library, Heroy Science Hall.

Fondren Library houses not only the major bibliographic tools of a general nature to be found in the University libraries, but also a card catalogue which is intended to reflect the total holdings of the different libraries.

The combined holdings of the libraries of the University are reported to be 1,204,899 catalogued volumes, with materials being added at a rate of approximately 60,000 volumes per year. In 1972-1973 current periodical and newspaper subscriptions, excluding classified serials, total 5,303 in all libraries. Fondren Library is designated a depository of U.S. Government publications which are dispersed in the Fondren, Science and Law Libraries.

SMU is fortunate, in addition, to have the DeGolyer Foundation Libraries located in the Science Information Center. These two libraries, composed of the equally famed DeGolyer Western Collection and the Geology Library, total approximately 75,000 volumes and have been loaned to SMU by the Foundation.

The collections of the four principal libraries incorporate or are complimented by special collections which may be explored with the librarian in each location. Each library has developed procedures for providing special services as required by its primary users. Within the budgetary restraints of each library, faculty members are encouraged to participate actively in building the libraries collections and may determine from their appropriate departmental chairmen or deans the procedure to be used for forwarding book requests to the library.

Each library has the capacity to borrow material or receive photo-copies through the interlibrary loan service. Fondren Library is connected for this purpose by a closed-circuit teletype

network with other member libraries of the Inter-University Council. In addition, a TWX machine is located in the Interlibrary Loan office which provides access, not only to the T.I.E. (Texas Information Exchange) network, but also to major research libraries throughout the United States.

Colophon, The Associates of the SMU Libraries, is an organization whose membership is open to all individuals who wish to share in the purposes of Colophon:

> "...to provide opportunities through which Associates may become acquainted with each other and with the resources of the University library system; to share enthusiasm for learning, books, prints, and related materials; and, to establish Southern Methodist University's libraries as centers of cultural activities enriching to the whole community."

Computer Center

The SMU Computing Laboratory is a University-wide facility open to all students and faculty. The bulk of SMU's facilities is housed in the Bradfield Memorial Computing Center. Located there are a CDC-1604, and a CDC-3104 as well as terminal connections to a UNIVAC-1108 and a Digital Equipment Corp. PDP-10. The 1108 and PDP-10, which have combined high-speed storage of over 66 million 36 bit words, are devoted to remote-batch processing and interactive time-sharing, respectively. The remote-batch processing is accomplished via COPE terminals; the time-sharing is accomplished via a network of teletypes.

TAGER TV Network

TAGER TV is the acronym for The Association for Graduate Education and Research, a consortium of the principal private institutions of higher education in the area: Southern Methodist University and the University of Texas in Dallas, and Texas Christian University (Fort Worth). Other participating institutions include the University of Dallas, Bishop College (Dallas), Austin College (Sherman), Texas Wesleyan College (Fort Worth), and Dallas Baptist College. The TV Network reaches these 5 institutions of higher education as well as 46 receiving classrooms in major industrial plants in the North Central Region of Texas.

This closed-circuit educational network is equipped with talk-back facilities so that any student at any part of the network may enter as fully into class discussions as can the student actually present in the studio-classroom with the professor. Skillfully-placed cameras permit all students either to see the entire front of the classroom, when that is appropriate, or literally to peek over the shoulder of the professor as he writes notes on a pad and lectures from a desk at the front of the room, when that is appropriate. All students in a given course are subject to the same homework assignments, quizzes, and examinations, regardless of their location on the network. This fact makes

possible the granting of full residence credit for courses taken by this means.

It is the purpose of these institutions, operating collectively and cooperatively under the aegis of TAGER, to combine their strengths. This creates a composite academic resource greater than the sum of the institutional strengths taken individually.

FOUNDATIONS

The Southern Methodist University Foundation for Business

The SMU Foundation for Business was charted on January 20, 1965, solely for educational and charitable purposes, to wit:

1. To encourage and support educational development in business and related fields of scholarship at SMU;

2. to support and advance the SMU School of Business Administration in endowing, equipping, and supplying continued expansion of a superior faculty, scholarships, library, and other facilities as required;

3. to support and advance the SMU School of Business Administration in organizing and conducting symposiums, institutes, forums, training clinics, and any other activities related to the understanding and solutions of business problems for the benefit of business and industry;

4. to receive grants and enter into contracts on behalf of SMU and to solicit, collect, and disburse funds for these purposes.

The affairs of the foundation are managed by a Board of Directors, not necessarily residents of Texas, who are leaders of business and industry. The members of the Board, numbering 22, serve staggered terms of three years and are replaced by new members who have been nominated by the Board and elected by the SMU Board of Governors. A chairman, a vice-chairman, and any other officers required are elected annually. Legal title to all tangible property on the Campus rests with SMU; title to all other property is vested in the foundation.

An executive committee, consisting of the chairman of the Board of Directors, the President of the University, and not more than three other members elected by the Board of Directors, is authorized to exercise the powers of the Board in the intervals between meetings of that body.

SMU Foundation for Science and Engineering

The SMU Foundation for Science and Engineering was organized in 1965 for the purpose of supporting and advancing engineering and applied science education at SMU. The Foundation is chartered under the laws of the State of Texas as a non-profit corporation, and is empowered to receive grants and gifts on behalf of SMU for support of applied science and engineering education. The Foundation has a Board of Directors which is made up of two membership categories. The first is the University membership group which is elected by the Board of Governors of SMU, and the second category is the at-large category - the members are elected by the Board of the Foundation and represent industry and business in the Southwestern region in the United States and engineering and research at the national level. Each director holds office for a period of three years and is eligible for reelection at the end of his term. The Foundation holds regular meetings three times each year. Membership in the Foundation Board of Directors includes the Chancellor of the University, the Vice President for Financial Affairs and the Dean of the SMU Institute of Technology. The Board has an Executive Committee which meets monthly.

The Foundation provides a vital link with science-based industries, making possible meaningful interaction between the SMU Institute of Technology and the industrial community.

APPENDIX C

UNIVERSITY BY-LAWS - DIVISION AND UNIT CONSTITUTION